ST. MARY'S R.C. PRIMARY SCHOOL

Privacy notice for volunteers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, St. Mary's RC Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Gill Smith (see 'Contact us' below).

The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal details – name, date of birth
- Contact details
- Characteristics information - marital status, gender, ethnic group
- Next of kin and emergency contact numbers
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Outcomes of any disciplinary and/or grievance procedures
- Absence data including number of absences and reasons for absence
- Copy of driving licence
- Photographs
- Data about your use of the school's information and communications system
- Time schedule information (such as days available, role)
- Qualifications and relevant experience (where relevant)

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Health, including any medical conditions, and sickness records

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Facilitate safer recruitment, as part of our safeguarding obligations towards pupils
- Enable the development of a comprehensive picture of the voluntary workforce and how it is deployed
- Enable equalities monitoring

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. In particular we process personal data in order to meet safeguarding requirements set out in UK Employment and Childcare Law, including those in relation to:

- Safeguarding Vulnerable Groups Act 2000

- The Childcare (Disqualification) Regulations 2009

Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

Personal data is stored in line with our Data Protection Policy/Information Management policy.

We create and maintain a file for each volunteer. The information contained in this file is kept secure and is only used for purposes directly relevant to your volunteering with us.

Once your volunteering with us has ended, we will retain this file and delete the information in it in accordance with our Retention Schedule/Information Management policy] which is available from the school office.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Local authority - we are required to share information about our voluntary workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (DfE) - we share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins voluntary workforce monitoring and evaluation.

Data collection requirements - the DfE collects and processes data relating to the voluntary workforce in schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

The department may share information to promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

To contact the department: https://www.gov.uk/contact-dfe

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Your family or representatives to protect yours of their vital interests
- Our regulator Ofsted to inform their inspection process
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Our auditors for audit purposes linked to payroll, governance, roles and responsibilities
- Survey and research organisations
- Health authorities
- Professional advisers and consultants to support school improvement and development
- Police forces, courts, tribunals
- Professional bodies

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access personal information we hold about you

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you

- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer. You are entitled to submit subject access requests all year round, but please bear in mind that it may be necessary for us to extend the response period when requests are submitted over the summer holidays. This is in accordance with article 12(3) of the GDPR, and will be the case where the request is complex – for example, where we need multiple staff to collect the data.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Seek compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer. Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer
Mrs Gill Smith
gill@mindography.co.uk

Headteacher
Mrs Dominique Hayes
office@st-marys-horwich.bolton.sch.uk

If you cannot access the websites referred to above, please contact the LA at:

Information Management Unit,
Department of People, Bolton Council
1st Floor, Town Hall, Bolton, BL1 1UA
website: www.bolton.gov.uk
email: ec.imu@bolton.gov.uk