



Privacy notice for volunteers

Schools have a duty to inform their volunteers of how they process the data that is in their control – this should be done through providing volunteers with a privacy notice. Schools can use this template privacy notice to ensure they meet the requirements of the GDPR by communicating how they process personal data relating to volunteers.

Schools should amend this template to reflect their local needs and circumstances.

More guidance about what should be contained within privacy notices can be read in our [Privacy Notices – An Explanation](#) guidance.

This document is intended for information purposes only. The intention is to provide examples of elements, structures and information commonly found in privacy notices. This information should not be used as an alternative to professional legal advice. Hub4Leaders will not be liable in respect of any special, indirect or consequential loss or damage as a result of the use of this document.

Privacy notice – how the school uses volunteers' information

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – e.g. name, phone number, address
- Emergency contacts – who to contact in case of an emergency
- Employment information – e.g. employment history, employment checks

This list is not exhaustive – to access the current list of information the school processes, please see the school's [Data Asset Register](#)

Why do we collect and use your information?

We collect and use your information for the following reasons:

- Personal information to contact you regarding your placement
- Emergency contacts to know who to contact in case of an emergency
- To keep pupils' safe

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

[Outline the school's lawful basis/bases for collecting and using personal information for each purpose you collect and use information – this must include a basis from Article 6 of the GDPR (i.e. consent, contract, legal obligation, vital interests, public task, legitimate interests), and one from Article 9 where the data processed is 'special category' data. Where the lawful basis is legal obligation or public task, list any relevant legislation that supports the basis of the obligation or task.]

- **For the purpose of keeping pupils safe, in accordance with the legal basis of public task.**

How do we collect your information?

We collect your personal information via the following methods:

- Volunteer application forms
- Medication forms

Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice in this.

How do we store your information?

Your personal information is retained in line with the school's Records Management Policy.

For more information about how we securely store your information, please see the school's Data and E-Security Breach Prevention and Management Plan.

Who do we share your information with and why?

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

Where it is legally required or necessary, we may share your information with the following:

- The LA – to meet legal obligations to share certain information, e.g. safeguarding concerns
- The DfE – to meet legal obligations to share certain information, e.g. safeguarding concerns

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

What are your rights?

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.

- Object to the processing of your information that is likely to cause, or is causing, damage or distress.
- Prevent processing for the purpose of direct marketing.
- Object to decisions being taken by automated means.
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we hold about you, please contact Education (DPO) on [contact details](#).

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact Education on [contact details](#).

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, [school website link](#), the Gov.UK [website](#), or download our [Data Protection Policy](#) and [Records Management Policy](#).

Declaration

I, declare that I understand:

- The categories of my personal information collects and uses.
- Blue Gate Fields Infant School has a lawful basis for collecting and using my personal information.
- Blue Gate Fields Infant School may share my information with the stated organisations.
- Blue Gate Fields Infant School will not share information about me with anyone without my consent, unless the law and our policies allow us to do so.
- My information is retained in line with Blue Gate Fields Infant School's Records Management Policy.
- My rights to the processing of my personal information.

Name of volunteer: _____

Signature of volunteer: _____

Date: _____