

**Privacy Notice (for school volunteer applications)**

**Nursling C of E Primary School**

**Date of Issue: January 2019**

**Review date: September 2020**



Nursling C of E Primary School collects personal information about you in order to recruit and manage our volunteers. The personal information being collected is any personal data, special category data and criminal offence data\* contained in your application, any references, and DBS certificate\* we receive.

Nursling C of E Primary School will use your personal information to process your application which may include carrying out a DBS check\*.

If your application is successful, Nursling C of E Primary School will use your contact details to contact you in relation to voluntary activities and matters such as training or meetings.

If your application is successful, Nursling C of E Primary School will ask you to provide emergency contact details which will be used in case of emergency.

The legal basis for Nursling C of E Primary School's use of your personal data is that it is necessary for the protection of vital interests. (e.g. child protection) and for performance of public interest tasks.

The legal basis for Nursling C of E Primary School's use of your special category data and any criminal offence data\* is that it is necessary for reasons of substantial public interest.

Nursling C of E Primary School may share your personal information with the local authority to carry out a DBS check\*.

Nursling C of E Primary School will keep your personal information stored securely.

If your application is successful your personal information will be retained until 6 months from the date you finish volunteering.

If your application is unsuccessful, Nursling C of E Primary School will retain your personal information for 6 months after the date you were notified of the decision.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our Data Protection Officer via the school office.

You also have the right to:

- object to processing of personal data 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; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact:**

*\* This will only apply where there is a legal requirement to carry out a DBS check.*

If you would like to discuss anything in this privacy notice, please contact the school's Data Protection Officer, Lindsay Manning, via the school office.