



Hoyle Court Primary School
General Data Protection Regulation GDPR
Privacy for Volunteers

Introduction

Volunteers supporting Hoyle Court Primary School have many legal rights about how their personal data is obtained, stored, processed and transmitted (i.e. 'processed') whilst both during your time as a volunteer and after. The school has to obtain certain information before a candidate may volunteer; further information has to be passed on to the DfE and possibly also the LA, privacy notice details how the school will comply with the law and gives you an understanding of why and how the school uses the information about you. This privacy notice is not a form of contract.

The Governing Body and Leadership of Hoyle Court Primary School acknowledge the absolute necessity for correct and lawful treatment of data and are committed to ensuring security for individual volunteer's data.

Roles and Responsibilities

The school is a **Data Controller** as we are responsible for decisions about how and why we use your personal information (for example collecting contact information to organise meetings effectively).

At times the school acts as a **Data Processor** when we are required to obtain, process and transfer data on the behalf of external organisations (certain details about Volunteers have to be passed on to the DfE, for example).

The school has appointed a **Data Protection Officer**

Data Protection Officer: Richard Ogden
Email: DPO@bywaterkent.co.uk.

The school will coordinate data protection practice through Gary Litvinov – School Business Manager

Richard Ogden may be contracted directly should any volunteer feel that their concerns about data protection are not being addressed within the school or the rest of the governing body. Amongst the DPO's duties are:

- Advice the secure storage and transmission of data (both physical and digital)
- Updates for the school on the GDPR
- The completion of a data audit

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- Support for a data processing record system
- The provision of template GDPR documentation (please note that this cannot be shared beyond the school without the permission)
- Reporting to the school's leadership and governing body on levels of security and compliance
- Support with securing from third parties who might hold personal data through the school certification that they are also complying fully with GDPR duties
- The DPO will communicate with the Information Commissioner's Office should there be a confirmed or suspected data breach
- The DPO will communicate with any person whose data might have been improperly accessed, lost or stolen

The volunteer who oversees data security for the governing body is Val Sherred – Chair of Governors.

The principles under which the school will process data

- Data will be kept securely - all volunteers share this duty
- Personal information will all be stored no longer than is necessary to exercise the school's duties and statutory requirements
- All volunteers will be informed clearly about the purposes for processing data
- Data processing will be limited to the purposes that are explained to Volunteers
- The school will keep data relevant, current and up-to-date
- The school will only use personal information in a legal and transparent manner

The categories of information and the bases for which that information is processed

In broad terms the school will collect, store, process and transmit data to meet its duties under

- Safer recruitment (which volunteers have the relevant training)
- Volunteer welfare (should it be thought wise to keep next-of-kin details)
- Attendance details (meetings)
- To meet the school's responsibilities under the Equalities Act and to meet the national guidance on the recruitment of Volunteers

Specifically the school will process the following information

Data processed on the legal basis of public task for safe recruitment - which volunteers may lead recruitment following successful training in safer recruitment

Data processed on the legal basis of public task

Your fitness to acquire the role of school volunteer (the declaration volunteers sign when applying to volunteer.

Data processed on the legal basis of public task for volunteer welfare

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Contact details for your next of kin, any medical needs, disability, allergies and any other health needs that you choose to share

Data processed on the legal basis of public task to fulfil the school's duty of accountability
The roles that you agree to take on within as a volunteers. The numbers of meetings attended and the training that you acquire in your role as volunteer.

Data processed on the legal basis of consent for equality monitoring
The DfE requires data on the background of volunteers to be registered by the Headteacher or their representative. This data may include ethnicity, country of birth and gender

*This cannot be an exhaustive list, but the school will inform volunteers of any significant extra data processing that involved volunteers' personal information.
Following DfE advice this school requires that all volunteers have their background checked with the Disclosure and Barring Service as they have a role of responsibility for vulnerable children.*

Certain categories of personal information are seen as particularly sensitive:

- Data concerning health, including mental health
- Data concerning children
- Data relating to religion
- Data relating to sexuality
- Data relating to ethnicity
- Data relating to performance management

Should the school process any volunteer's data from the above categories, then particular care will be taken and the data will be kept securely. Likewise the volunteers share a duty of care with such data and must treat data within these categories with enhanced confidentiality.

The school does not use automated decision making processes based on volunteers' data.

The school does require all third parties who have access to or also process school data, to confirm that they also meet the standards expected by the GDPR.

Under law, under almost all circumstances, you have the right to request access to your personal information that the school holds. Usually this is called a 'subject access request.' Under this right you may request a copy of the information that the school holds, to check the data and to check that the processing is lawful. Please note that 'subject access requests' cannot attract a fee, but that they do necessitate significant time and human resources. Should the school consider that responding to all aspects of a subject access request may be against the welfare interests of a child, then parts of an SAR may be withheld. In the very rare instance that this is the case, you would be informed in writing.

Should the school wish to hold data in addition to that which is required to maintain the welfare of the pupils, staff and volunteers, then this additional data may be processed on

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the legal basis of consent. Your consent would be sought, thereafter you would have the right to withdraw consent.

As well as seeking advice and taking complaints to the school's Data Protection Officer (see contact details above) individual volunteers may make a complaint to the Information Commissioner's Office (ICO) which is the UK supervisory authority for data protection.

It is likely that the EU GDPR will, with minimal alteration, become the Data Protection act 2018. Should this not be the case, the school will notify all schools users of significant changes to data protection law.

Hoyle Court Primary may update this privacy notice at any time. A copy of the new notice will be given to you. We may inform you in other ways of any changes we may make to the processing of your data.

Approved by the governing body on: 30/03/2023

To be reviewed by: 30/03/2024



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I _____ (please print your name) acknowledge
that I have read and received a copy of Hoyle Court Primary Schools Volunteers' privacy
notice.

Signed _____ Dated _____