

Privacy Policy Notice Volunteers

Swanbourne CE School
Mursley CE School
Drayton Parslow Village School
Kingfishers Pre-School (Mursley)

(In this policy known as the Three Schools)



This policy agreed by the Governing Body– **November 2021**

Date of this review – **September 2023**

This policy is to be reviewed by – **September 2026**

(Copies of this policy are available for staff, parents, visitors and volunteers on request from the school office)

Privacy Notice (How we use Volunteer information)

The categories of Volunteer information that we collect, hold and share include:

- Personal information (such as name and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information

Why we collect and use this information

We use the Volunteer data:

- to assess the quality of our services
- for safeguarding and child protection
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use volunteer information under departmental censuses and the Education Act 1996, for more information on the school census process and requirements see:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We collect and process data under the following legal basis for processing:

Article 6 (GDPR)

1. the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
2. processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9 (GDPR)

1. the data subject has given explicit consent to the processing of their personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject.

Collecting volunteer information

Whilst the majority of volunteer information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain volunteer information to us or if you have a choice in this.

Storing volunteer data

We hold volunteer data in line with IRMS (Information records management service) guidelines. Please see the following document for full details on data storage including time scales.

<http://irms.org.uk/page/SchoolsToolkit>

Who we share volunteer information with

We routinely share volunteer information with:

- our local authority
- the Department for Education (DfE)

- Schools within the Three Schools Federation
- Curriculum resources (all web resources are checked, and minimal details are shared with online teaching resources)

Why we share volunteer information

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

We share volunteer’s data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Requesting access to your personal data

Under data protection legislation, volunteers have the right to request access to information about them that we hold. To make a request for your personal information or be given access to your records. In the first instance please contact the school lead below.

Position	Name	Email	Phone
School Lead	David May	office@swanbournecepschool.org	01296 720295
		office@mursleyceschool.org	01296 720305
		office@draytonparslowschool.org	01296 720306
Data Protection Officer	turn IT on	dpo@turniton.co.uk	01865 597620 (option 3)

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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request 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/>

Other policies which may reference this privacy notice

This Privacy Notice also applies in addition to the School's other relevant terms and conditions and policies, including:

- any contract between the School and its staff or the parents of students;
- the School's policy on taking, storing and using images of students;
- the School's retention of records policy, (IRMS template);
- the School's safeguarding and pastoral policy
- the School's Health and Safety policy, including how concerns or incidents are recorded;
- the School's IT policies, including its Acceptable Use policy, On-line Safety policy

Contact

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

Position	Name	Email	Phone
School lead	David May	office@swanbournecepschool.org	01296 720295
		office@mursleyceschool.org	01296 720305
		office@draytonparslowschool.org	01296 720306
Data Protection Officer	Turn IT on	dpo@turniton.co.uk	01865 597620 (option 3)

Policy update information

This policy is reviewed annually and updated in line with data protection legislation.

Policy review information

Review date	Reviewed by
2 nd November 2021	David May
4 th September 2022	David May
6 th September 2023	David May
5 th September 2024	David May
17 th September 2025	David May