



Privacy Notice

for Volunteers

Date: July 2023

Review: July 2024

Head Teacher: Sue Hewitt

Chair of Governors: Andi Lynch

Data Protection Officers: Warwickshire County Council

Data Champion: Rebecca Rowley and Hazel Dodman

Privacy Notice

for Volunteers

Meadows First School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z4841095. This means we are responsible for how your personal information is processed and for what purposes.

You can contact our data protection officer Warwickshire Legal Services, at SchoolDPO@warwickshire.gov.uk or Warwickshire Legal Services, PO Box9, Shire Hall, Warwick CV34 4RL and they are supported in school by our Data Champions **Rebecca Rowley and Hazel Dodman** who can be contacted at Meadows First School, Stourbridge Road, Bromsgrove B61 0AH or office@meadows.worcs.sch.uk

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our ~~pupils and parents~~volunteers.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about volunteers?

The pupil and parent information that we collect, hold and share includes:

- Personal information including name, date of birth and home address, telephone and email contact details
- Relevant medical information
- Disclosure and Barring Service certification number and start date
- Contact information for carers and other relatives, including telephone numbers, home addresses and e-mail addresses.

Why do we use personal information?

We use volunteer data:

- to fulfil statutory obligations
- to safeguard pupils
- to contact relative in an emergency

Collecting volunteer information

Whilst the majority of 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 information to us or if you have a choice in this.

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

1) To comply with the law

We collect and use general purpose pupil information in order to meet certain legal requirements and legal obligations placed upon the school by law. We therefore are required to this process personal information for such purposes even if you have not consented to us doing so.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

If you would like a copy of or further information regarding the statutory authorities that underpin our legal obligations, you should contact the school in writing.

2) To protect someone's vital interests

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 2.

3) With the consent of the individual to whom that information 'belongs'

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 3.

4) To perform a public task

It is a day-to-day function of the school to ensure that children receive the education and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that pupils are properly educated and supported

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 4.

5) We have a legitimate interest

Occasionally we have reasons to process information which fall outside of our usual day-to-day school functions. Details of the type of processing that we may undertake on this basis are set out in Table 5.

Please be aware that an individual has the right to object to any processing where it is likely to cause or is causing harm or distress. To exercise this right, individuals should do so by contacting the school to inform them of their reasons for the objection. These reasons should relate to your specific circumstances. Upon receipt of an objection, the school will consider the reasons for the objection and balance this against the legitimate grounds to process data.

Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- Explicit consent of the data subject
- Processing relates to personal data which is manifestly made public by the data subject
- Necessary for establishing, exercising or defending legal claims
- Necessary for reasons of substantial public interest
- Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- Necessary for archiving, historical research or statistical purposes in the public interest

The lawful reasons for each type of special category personal information data that we process is set out in the tables attached.

Who might we share your information with?

We do not share information about our volunteers unless the law and our policies allow us to do so.

Please refer to the tables for information about what personal information is shared with which specific third parties.

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>.

What do we do with your information?

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected, Meadows First School monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

How long do we keep your information for?

In retaining personal information, Meadows First School complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school are required to retain the information.

A copy of those schedules can be located using the following link: <http://irms.org.uk/page/SchoolsToolkit>

Transferring data internationally

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

What are your rights with respect of your personal information?

Under data protection law, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

****Please ensure you specify which school your request relates to.**

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, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Table 1 – Personal information we are required to process to comply with the law:

Information Type	Relevant legislation	Special Category– additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
DBS checks	Education Act 2005, section 114 and accompanying regulations		Disclosure and Barring Service	Schools Staffing (England) Regulations 2009, Schedule 2

Individual volunteers Health & Safety Risk Assessments and Personal Emergency Evacuation Plans (PEEP)	Health & Safety at Work Act 1974 and accompanying legislation		Not shared externally	
--	---	--	-----------------------	--

Table 2 – Personal information we are required to process as it is necessary to protect someone’s vital interests

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Medical information including allergies	Necessary to protect vital interests of the subject or another person where the data subject is physically or legally incapable of giving consent Necessary for preventative / occupational medicine	Responsible / First Aid trained staff and / or Emergency services	Protection of vital interests

Table 3 - Personal information we are required to process with the consent of the individual to whom that information ‘belongs’

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Names, telephone numbers and address of emergency contacts	n/a	Not shared	n/a
Medical information including allergies	Necessary for preventative or occupational medicine	Emergency services	Consent of the individual to whom that information belongs

Table 5 – Personal information we are required to process because we have a legitimate interest

Information Type	Relevant legislation	Special Category– additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Full name	Education Act 2005, section 114 and accompanying regulations		Disclosure and Barring Service	Legitimate Interest
Gender	Education Act 2005, section 114 and		Disclosure and Barring Service	Legitimate Interest

	accompanying regulations			
Date of Birth	Education Act 2005, section 114 and accompanying regulations		Disclosure and Barring Service	Legitimate Interest
Home address	Education Act 2005, section 114 and accompanying regulations		Disclosure and Barring Service	Legitimate Interest
Telephone number	Education Act 2005, section 114 and accompanying regulations		Disclosure and Barring Service	Legitimate Interest
CCTV			Not routinely shared	Legitimate interest