

Privacy Notice for Volunteers

Version 1: June 2018
Date approved: June 2018
Approved by: Standards, Staffing and Curriculum
Next review: June 2019

Privacy Notice - Volunteers

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What service is being provided?	Engagement of Volunteers			
What personal data do we need?	-Name	-Address	-Date of Birth	-Pre-employment check information
	-References	-Telephone	-Email	
Who will be using your Personal Data?	Data Controller	Woodlands School		
	Data Protection Officer	Lauri Almond (Essex County Council)		
	Data Processors Who are they?	Yes MIS provider, e.g. SIMs, RM and any other system suppliers which hold the above data HR, Legal Services contracted by the school.		
What will it be used for?	Purpose	Engagement as Volunteer		
	Legal Conditions	-Legal Obligation -Consent (You may withdraw your consent at any time)		
Who else might we share your data with?	Other Education Providers (e.g. HR, Legal), Regulatory Bodies, (prospective employers (references)).			
Will your data be stored in or accessible from countries with no UK equivalent privacy law?	No			
How long will your data be kept?	When will it stop being used		Termination of engagement	
	How long after this will it be deleted		Termination of engagement	
Our use of the data will be subject to your legal rights	Inform ✓	Access ✓	Rectify ✓	Erase ✓
	Restrict ✓	Portable	Object ✓	Automate

Direct Data	Why we are allowed to use and ask for it	Education Law
	What could happen if you refuse your data	Unable to engage/continue to engage
Indirect Data	Who is giving us data?	Previous employer, DBS service, NCTL, Education and Training Foundation.
	Is it a source open to anyone?	No
	Categories of data being given	Basic Demographics, e.g. name, address, Date of Birth, Contacts, references from previous employers, employment suitability/safeguarding checks, prohibition and qualifications checks
Visit the following links for more information about Privacy Law, our obligations and your Rights: The ICO Guide to the General Data Protection Regulations 2016 The General Data Protection Regulations 2016		
If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:		
Postal Address	Essex County Council. County Hall. Chelmsford. CM1 1QH	
Email	IGS@essex.gov.uk	
Phone Number	03330322970	
If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:		
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF	
Online Form	https://ico.org.uk/concerns/handling/	
Phone Number	0303 123 1113	

Contacts

If you have any queries or concerns regarding these policies/procedures then please contact Mr S Cox, Headteacher.



Signed: _____
Head Teacher

Dated: 11th June 2018



Signed: _____
Chair of Governors

Dated: 11th June 2018

Updated June 2018

