



## Privacy Notice (How we use volunteer workforce information)

This notice details how we collect and use information about volunteers in school.

### The categories of volunteer workforce information that we collect, process, hold and share include (not exhaustive):

- Personal information (such as name, employee or teacher number, national insurance number, home address, personal telephone contact details and next of kin/emergency contact)
- Special categories of data including characteristics information such as gender, age, ethnic group
- Relevant medical and disability information
- Qualifications (and, where relevant, subjects taught)
- Biometric data for the use with the cashless catering system
- Signing in/out register
- Images on CCTV
- Involvement in school trips.

### Why we collect and use this information

We use school volunteer workforce data to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- To meet the requirements of the Keeping Children Safe in Education regulations and safeguarding our pupils
- To contact staff and other nominated person in the event of an emergency or unforeseen urgent circumstance.
- Defense of legal claims
- To comply with legislation in relation to data sharing

### The lawful basis on which we process this information

School collects and processes this information under the powers given to schools and local authorities for the legitimate interests of the controller or third party, where applicable.

The following categories of lawfulness apply:

- Processing is necessary for compliance with a legal obligation
- Processing is necessary to protect the vital interests of a data subject or another person
- Processing is necessary for carrying out obligation under employment, social security or social protection law, or a collective agreement.
- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity
- Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems

In the rare circumstances that we can't rely on a specified legal authority to process your information, we will obtain your express consent first.

## Collecting this 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 data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

## Storing this information

We hold school volunteer workforce data in line with the Information Records Management Society. <http://irms.org.uk>.

## Who we share this information with

We routinely share this information with:

- Our local authority
- The Department for Education (DfE)
- The school's insurance company
- Payroll and personnel administration service
- Human Resources service
- Our text messenger service

We will share your information with third parties with whom the school enters into a contract for the delivery of services such as payroll and occupational health.

## Why we share school volunteer workforce information

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

## 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, in the first instance contact the **Executive Principal / Data Protection Officer**.

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 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/>

## **Further information**

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

Richard Lewis-Ogden – Data Protection Officer

Email: [dataprotection@carrmanor.org.uk](mailto:dataprotection@carrmanor.org.uk)