

St Lewis' Catholic Primary School



Privacy notice for volunteers

The School Mission Statement

To belong to our school community, to believe in ourselves and Jesus and to become all you are meant to be, following the footsteps of Christ.

Signed by:

A.M. Harvey

Head of School

Date:

M.McGarry

Chair of governors

Date:

Privacy notice – how the school uses volunteers' information

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – e.g. name, phone number, address
- Characteristics information – e.g. gender, age, ethnicity

This list is not exhaustive.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To enable the development of a comprehensive picture of the volunteer workforce and how it is deployed
- To manage how we deploy our volunteer workforce
- To keep pupils safe

Under the UK General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of meeting the statutory duties placed upon the school in accordance with the lawful basis of legal obligation.

How do we collect your information?

We collect your personal information via the following methods:

- DBS application forms

Volunteers' data is essential for the school's operational use. Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice in this.

How do we store your information?

Your personal information is retained in line with the school's Records Management Policy, which can be obtained from the school office.

For more information about how we securely store your information, please see the school's Data Protection Policy.

Who do we share your information with?

We routinely share your information with:

- The DfE

Why do we share your information?

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

Sharing with the DfE

We share information about volunteers with the DfE to meet legal obligations to share certain information, in accordance with the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information we hold about you, please contact Nigel Spencer at St Lewis' Catholic Primary School.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns>.

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. We recommend that you revisit this privacy notice periodically.

This privacy notice was last updated January 2025.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact Nigel Spencer at St Lewis' Catholic Primary School.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, www.stlewiscroft.co.uk or the Gov.UK website (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>)

Declaration

I, [name of volunteer](#), declare that I understand:

- The categories of my personal information the school collects and uses.
- The school has a lawful basis for collecting and using my personal information.
- The school may share my information with the stated organisations.
- The school will not share information about me with anyone without my consent, unless the law and our policies allow us to do so.
- My information is retained in line with the school's [Records Management Policy](#).
- My rights to the processing of my personal information.

Name of volunteer:

Signature of volunteer:

Date:

For school use only

Date privacy notice last updated:
