



SOUTH END JUNIOR SCHOOL

Privacy Notice (How we use volunteer information)

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

- Personal information (such as name, address)
- Contact details
- References
- Qualifications, training and professional membership information
- Employment details
- Information about business and pecuniary interests
- Images (such as photos, videos or CCTV images)

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements
- Criminal conviction information,

Why we collect and use this information

We use the data to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governor details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils

The lawful basis on which we process this information

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else’s interests)

Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Storing this information

We hold data for varying lengths of times depending on what the information is. We retain information in line with [Information and Records Management Society's toolkit for schools](http://irms.org.uk/?page=schoolstoolkit&terms=%22toolkit+and+schools%22)
[http://irms.org.uk/?page=schoolstoolkit&terms=%22toolkit+and+schools%](http://irms.org.uk/?page=schoolstoolkit&terms=%22toolkit+and+schools%22)

Who we share this information with

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Government departments or agencies – to meet our legal obligations to share information about governors/trustees
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts

Transferring data internationally

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

Use of your personal information for marketing purposes

Where you have given us consent to do so, the school may send you marketing information by e-mail promoting school events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these e-mails at any time by contacting the school's data protection contact via bursar@southend-jun.northants-ecl.gov.uk

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, contact the School Business Manager.

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 bursar@southend-jun.northants-ecl.gov.uk