



Wellstead Primary School

Sowing the Seeds of Success

Wellstead Primary School

Privacy Notice for School VOLUNTEERS

Wellstead Primary School collects personal information about you in order to recruit and manage our volunteers. The personal information being collected is any personal data, special category data and criminal offence data contained in your application, any references and DBS certificate we receive.

Wellstead Primary School will use your personal information to process your application which will include carrying out a DBS check.

If your application is successful, Wellstead Primary School will use your contact details to contact you in relation to voluntary activities and matters such as training or meetings.

If your application is successful, Wellstead Primary School will ask you to provide emergency contact details which will be used in case of emergency.

The legal basis for Wellstead Primary School's use of your personal data is that it is necessary

- It is necessary to comply with a legal obligation.
- It is necessary for the performance of a public task carried out in the public interest.

The legal basis for Wellstead Primary Schools's use of your special category data and any criminal offence data is that is necessary.

- Where processing is necessary for reasons of substantial public interest (e.g. connected to the education functions associated with running a school).

Wellstead Primary School will share your personal information with Hampshire County Council to carry out a DBS check.

Wellstead Primary School will keep your personal information stored securely.

If your application is successful your personal information will be retained until 6 months from the date you finish volunteering.

If your application is unsuccessful, Wellstead Primary School will retain your personal information for 6 months after the date you were notified of the decision.

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/>

Contact:

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

Mrs Tina Clark, Data Protection Officer at: adminoffice@wellstead.hants.sch.uk