



## **Loughton School Privacy Notice for Volunteers**

### **How we use your information**

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

- personal information such as name and address
- information for identity purposes such as passport, driving licence, bank details, photo
- sensitive data including characteristics' information such as gender, age, nationality
- criminal offence data
- volunteer details such as start and end dates, roles

Most of this information is collected during the application process.

### **Why we collect and use this information**

We use school volunteers' data to:

- assist in the safe and smooth running of the school

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

We process personal and sensitive data in the public interest and as our legal obligation and we record criminal offence information in an official capacity.

### **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 information to us or if you have a choice in this.

### **Storing this information**

We hold school volunteers' data for a varying length of time depending on what the information is and according to the school's data retention policy (available on request).

### **Who we share this information with**

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

**Transferring information overseas**

We do not usually transfer personal information of volunteers outside of the UK but if we have to for any reason, we will ensure that any transfers comply with UK data protection law.

**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 a member of the office team.

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:

- A member of our office team on 01908 665971
- Our data protection officer Beverley Midwood on [beverleydpservices@gmail.com](mailto:beverleydpservices@gmail.com)