



PRIVACY NOTICE: VOLUNTEERS

Why Do We Collect And Use Personal Data?

Hook Infant School collects personal information about you for safeguarding purposes and in recruiting and managing our volunteers. We will use your personal information to process your application to volunteer at our school, which may include carrying out a DBS check if required.

If your application is successful, we will use your details to contact you in relation to your voluntary activities and any matters such as training, meetings or other matters relating to your role. For these purposes and for health and safety reasons, we may also need to ask you to provide emergency contact details that will be used in case of emergency.

Our Legal Basis for Collecting This Data

The collection and use of volunteer data is conducted to allow the school to perform its official functions and public interest tasks. The statutory provisions covering these areas include the following:

- Data Protection Act 2018
- Keeping Children Safe in Education 2016
- Protection of Freedoms Act 2012

The Categories of Information That We Collect, Hold And Share Include:

- personal information (such as name, address, contact details)
- data from the DBS Portal (this data is not shared with staff)

How We Collect Volunteer Data

Whilst the majority of information collected is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection laws we will inform volunteers whether they are required to provide certain information to us or if there is a choice in this.

Storing Volunteer Information

We hold school volunteer data for the period of time they volunteer at the school in accordance with Hampshire County Council guidelines and retention policy.

Who We Share This Information With

We share volunteer information with:

- School staff

Why We Share Volunteer Information

We only share volunteer information with the school organisation and only for specific purposes, such as those mentioned in the first section of this Privacy Notice.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact our Headteacher, Business Manager or Data Protection Officer at our office.

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

Concerns or Complaints

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance, either by contacting the school office or the Data Protection Officer at the address below.

If you wish to escalate your concern, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>

School Contact

If you would like to discuss anything in this privacy notice, please contact the school's Data Protection Officer as listed below.

Data Protection Officer	Peter West Hook Infant School Church View, Hook Hampshire. RG27 9NR
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Telephone:	01256 764489
Email:	dpo@hook-inf.hants.sch.uk