



Privacy Notice

Volunteers

HATFIELD PEVEREL INFANT SCHOOL

The purpose of this Privacy notice is to inform you of what to expect when the school collects your personal data for the purpose of volunteering within the school.

Data Collected from Volunteers

We are required by law to maintain personal records for our volunteers and as such, lawfully collect the following:

- Name
- Date of birth
- Address
- Pre-employment checks
- Contact details

All information is usually provided by the volunteer, however can sometimes be provided by others such as previous employers and healthcare professionals.

The Use of Personal and Special Category Personal Information at HPIS

Hatfield Peverel Infant School is defined as a 'Data Controller' as detailed in Article 4 (7) of GDPR. The legal basis that we rely on when using your personal information is our employment contract with you and legitimate interests. The legal basis for collecting and holding your special category personal information is employment, social security and protection and substantial public interest.

Sometimes we may share this data with one or more of the following:

- Education or Health provider
- Referees
- Regulatory bodies
- Legal services
- Professional associations
- Disclosure and barring service
- HR services

Retention of your Personal Data

When collected, this information is securely held within your personnel file and is only assessable to personnel that have a legitimate reason to do so. This information will stop being used once you stop volunteering at the school.

For more information on how long we keep your personal data, please see our schools retention schedule.

Your Rights over your Personal Data

Under GDPR, you have the right (where appropriate) to:

- Access this data by making a formal subject access request
- Rectify, erase or restrict this data
- Object to the processing of your information



More information about Privacy Law, our obligations and your rights can be found by clicking the link below:

[The ICO Guide to the General Data Protection Regulations 2016](#)
[The General Data Protection Regulations 2016](#)

If you have concerns, or wish to exercise your rights, please contact our Data Protection Office, Lauri Almond at IGS@essex.gov.uk or by calling 0333 032 2970.

If you still have concerns following our response, you have the right to raise the matter with the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

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