

Privacy Notice (How we use volunteer and visitor information)

The categories of school information that we process include:

- personal information (such as name and address)
- safeguarding information (such as references, application forms, DBS information)
- contract information where relevant (such as sports activity suppliers)
- qualifications where relevant (such as for teaching activities)
- relevant medical information

Why we collect and use volunteer and visitor information

We use workforce data to:

- a) to keep children within our settings safe
- b) to keep volunteers and visitors safe (such as medical information)
- c) to assess the quality of our services
- d) to meet the statutory duties placed upon us by the DfE under safeguarding measures

Under Keeping Children Safe in Education statutory Guidance (2016), the Data Protection Act (1996) and the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information is in accordance with the legal basis of Article 6 sections c, d and e.

In addition, concerning any special category data, the lawful bases we rely on for processing pupil information is in accordance with the legal basis of Article 9 section d.

Collecting volunteer and visitor information

We collect personal information via:

- Application forms
- Reference requests
- Volunteer Code of Conduct
- Individual updates of data (via email, verbal communication, letter or form)

Volunteer and visitor data is essential for the school's safeguarding responsibilities. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing volunteer and visitor information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit <http://www.swavesey.cambs.sch.uk/page/default.asp?pid=122>

Who we share workforce information with

We routinely share this information with:

- Disclosure and Barring Service
- A new employer or organisations a volunteer or visitor may move to or join (for reference purposes only)

Why we share school workforce information

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

Disclosure and Barring Service

We share relevant information with the Disclosure and Barring Service via an electronic portal.

New Employers

We share relevant information with new employers or organisations where the data subject has requested a member of our staff to supply a reference.

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 our Data Protection officer via the school 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
- a right to seek redress, either through the ICO, or through the courts

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer via the school office.