



# Hatfield Peverel St Andrew's Junior School

## Privacy Notice – Managing Volunteers

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

Managing Volunteers	<p>We sometimes have volunteers who come in to support our school activities. We are required to collect some information about them, for example:</p> <ul style="list-style-type: none"> <li>• Name and contact details</li> <li>• Vetting information</li> <li>• Relationship information</li> </ul> <p>Our legal basis for collecting and using this information is consent, but where we collect vetting information this is on the basis of our Legal Obligation. Where we are using your information with your consent you can withdraw your consent at any time by contacting the school.</p> <p>We will keep your information whilst you are volunteering at the school, and retain for one year after your last support activity.</p> <p>We also use personal information to:</p> <ul style="list-style-type: none"> <li>• help investigate any worries or complaints you have about your/your child's education;</li> <li>• keep track of spending;</li> <li>• check the quality of education delivery; and</li> <li>• to help with research and planning of new education initiatives.</li> </ul>
No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.	
For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.	
Visit the following links for more information about Privacy Law, our obligations and your Rights:	
<a href="#">The ICO Guide to the General Data Protection Regulations 2016</a> <a href="#">The General Data Protection Regulations 2016</a>	
If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:	
Email	info@sbmservices.co.uk
Phone Number	01206 671103
If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:	
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Online Form	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>
Phone Number	0303 123 1113

