



## **Sheffield Catholic Schools Partnership Privacy Notice for Volunteers at St Theresa's Catholic Primary School**

This statement should be read in conjunction with the Data Protection policy and the Use of School Workforce Images Policy.

This statement is intended to provide information as to how we will collect, use or process personal data relating to volunteers.

### **Responsibility for Data Protection**

St Theresa's Catholic Primary School is registered with the Information Commissioner's Office. The registration number is Z504646X.

The Data Protection Officer (DPO) for the school is John Prosser. The DPO can be contacted on [admin@st-theresas.sheffield.sch.uk](mailto:admin@st-theresas.sheffield.sch.uk) or 0114 2397251.

School volunteers have a responsibility to abide by school policies and the law relating to data protection.

### **The Data Protection Act 1998: Why do we collect and use volunteer information?**

By volunteer we mean those adults who work in the school, who are not employed by the school, or employed by another organisation, to work in the school. We collect and use volunteer information under the following Articles of the General Data Protection Regulations (GDPR)

#### **Article 6:**

Processing shall be lawful only if and to the extent that at least one of the following applies:

6 (1) a. The data subject has given consent to the processing of his or her personal data for one or more specific purposes;

6 (1) e. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller.

#### **Article 9:**

With regards to the processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited except:

9 (2) a. Where we have explicit consent of the data subject.

For the avoidance of doubt, throughout this document we are using and applying the GDPR definition of **consent**, namely "any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative actions, signifies agreement to the processing of personal data relating to him or her."

We use volunteer data to:

- To satisfy statutory requirements;
- To satisfy the requirements of Single Central Record recording.

The collection of this information will benefit both national and local users by:

- Safeguarding pupils in the school;
- Informing the development of volunteer recruitment policy and procedures.

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

- Personal information (such as name, date of birth);
- Contact information (such as address, telephone number, email address);
- Organisational information (such as induction and training record);
- Attendance information (such as sessions attended, reasons for absence);
- Result of a DBS disclosure;
- CCTV footage.

**Collecting volunteer information**

Whilst the majority of volunteer information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you at the point of data collection whether you are required to provide certain school workforce information to us or if you have a choice in this.

**Storing volunteer information**

- Unless stated below we hold volunteer personal files for 6 years after the termination date of service;
- Where former volunteers have given consent, we store personal information (name and contact details) to enable alumni to remain involved with the school community until such point as they withdraw that consent;
- CCTV footage is stored for a maximum period of 4 school weeks unless there are specific circumstances that fall under Article 6(1)e of the GDPR that would allow us to retain footage for a longer period.

## **Who do we share volunteer information with?**

We do not share volunteer information.

## **Requesting access to your personal information**

Under data protection legislation, the volunteer has the right to request access to information about them that we hold. This is referred to as a Subject Access Request (SAR). The GDPR clarifies that the reason for allowing individuals to access their personal data is so that they are aware of and can verify the lawfulness of the data processing. To make a request for your personal information, contact the Data Protection Officer.

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.

To make a SAR, or to exercise any of your rights under data protection regulation, you should contact the Data Protection Officer at the school.

On receipt of a request to exercise any of your rights under data protection regulation, the school will:

- Respond to acknowledge receipt of your request;
- Request proof of identify of the person making the request;
- Inform you as to whether there are any statutory reasons why we may be unable to respond to your request;
- Act in accordance with the GDPR in terms of our actions in response to your request, and with due regard to the timescales set out in the GDPR.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you require more information about how we and/or DfE store and use your personal data please visit:

- <https://www.sheffield.gov.uk>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to see a copy of information about you that we hold, please contact the Data Protection Officer.

