

# **Wentworth Primary School**



## **Privacy Notice for School Volunteers**

**May 2018**

## Privacy Notice for School 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.

What is the service being provided?	Personal data of volunteers who support the school							
What personal data do we need from you?	<ul style="list-style-type: none"> <li>Name</li> <li>Address</li> <li>Telephone</li> <li>Email</li> <li>DBS information if required for the role</li> <li>Proof of identity</li> <li>National Insurance number to complete DBS check</li> </ul>							
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?	Wentworth Primary School						
	Who is the Data Controller's <a href="#">Data Protection Officer</a> ?	Lauri Almond (Essex County Council) DPO@essex.gov.uk						
	Are there any <a href="#">Data Processors</a> ?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>			
	Who are they?	Essex DBS service						
What will it be used for and what gives us the right to ask for it and use it?	<a href="#">The Purpose</a> (s):	Safeguarding of pupils and staff						
	The <a href="#">Legal Condition</a> (s):	Consent Legal obligation for safeguarding purposes – statutory requirement						
	<b>You may withdraw your consent at any time by contacting us</b>							
Who else might we share your data with?	Essex DBS service.							
Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent</a> Privacy Law protections?	No							
How long will your data be kept?	When will it stop being used?	Once the volunteer has stopped helping at the school						
	How long after this will it be deleted?	Within 6 months						
Our use of the data will be subject to your legal rights (marked if applicable):	<a href="#">Inform</a>	<input checked="" type="checkbox"/>	<a href="#">Access</a>	<input checked="" type="checkbox"/>	<a href="#">Rectify</a>	<input checked="" type="checkbox"/>	<a href="#">Erase</a>	<input checked="" type="checkbox"/>
	<a href="#">Restrict</a>	<input checked="" type="checkbox"/>	<a href="#">Portable</a>	<input type="checkbox"/>	<a href="#">Object</a>	<input checked="" type="checkbox"/>	<a href="#">Automate</a>	<input type="checkbox"/>
We will make automated decisions or profile you	How will this be done?	NA						
	What will happen as a result of the decisions?	NA						

based on your data		
As you are giving your data directly to us:	This is the reason why we are allowed to ask for it and use it:	We only process this data with your consent which you are free to withdraw at any time (unless statutory requirements as above)
	This is what could happen if you refused to let us use your data for this purpose:	We could not accept you as a volunteer at the school
As you are not giving your data directly to us:	This is who is giving us your personal data:	Essex DBS Service
	This is a source of personal data open to anyone	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	These are the categories of personal data being given to us	Name, Address, Date of Birth Volunteer suitability checks
<b>Visit the following links for more information about Privacy Law, our obligations and your Rights:</b>		
<a href="#">The ICO Guide to the General Data Protection Regulations 2016</a> <a href="#">The General Data Protection Regulations 2016</a>		
<b>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:</b>		
Postal Address	<b>Viking Road, Maldon CM9 6JN</b>	
Email	<b>Office@wentworth.essex.sch.uk</b>	
Phone Number	<b>0162 853572</b>	
<b>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:</b>		
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	

#### Guidance

1. Who is a Data Controller? This is your Organisation.  
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2. Who is the Data Protection Officer? This is a statutory post either within your organisation or a contracted service  
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3. What is a Data Processor? This is someone who uses the data you are responsible for in order to deliver a service you have contracted them to deliver on your behalf  
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4. What are Purposes? This is the reason you want to use the data, e.g. to create a pupil record

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5. What are the legal conditions?
  - a. **Personal Data** can be lawfully processed for the using the following conditions:
    - i. Consent
    - ii. Necessary to perform a contract obligation
    - iii. Blue light emergency services
    - iv. Statutory Duty
    - v. Legitimate Interests
  - b. **Sensitive Personal Data** can be lawfully processed for the using the following conditions:
    - i. Explicit Consent
    - ii. Employment, Social Security, Social Protection
    - iii. Blue light emergency services
    - iv. Legitimate Activities of 'charities/not for profit' organisations
    - v. Made Public by the person
    - vi. For legal defence/claims
    - vii. Substantial Public Interest
    - viii. Health & Social Care provision and management
    - ix. Pan UK Public Health (Epidemics)
    - x. Archiving for scientific/historical research or statistical purposes

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6. Legitimate Interests cannot be used as a processing condition other than I exceptional circumstances

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7. Any country outside of the European Economic Area (EU countries, plus Iceland, Lichtenstein and Norway) is not considered to have the same legal protections as the UK

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8. The right to inform requires you to tell people about how their rights are managed including if information is rectified, modified, erased or restricted

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9. The right to access means you must be able to provide a copy of a person's data to them upon written request

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10. The right to rectify requires you to correct inaccurate data. This may not always be possible if it relates to an official record or a professional opinion recorded by your staff. If this is the case you should not tick this box

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11. The right to erasure requires you to securely destroy the data you hold. This may not always be possible if it relates to an official record or a professional opinion recorded by your staff. If this is the case you should not tick this box

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12. The right to restrict requires you to stop processing data (other than keeping it secure) whilst a complaint is resolved. This may not always be possible if it relates to an official record or a professional opinion recorded by your staff. If this is the case you should not tick this box

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13. The right to Data Portability only applies when a service is based on 'Consent' and then only if it involves technology

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14. The right to object requires you to stop using the data for the purposes for which it was collected. This does not apply to any legal obligations to process the data, but does apply for any processing under Consent, e.g. marketing or profiling

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15. The right to refuse automated decision making means if a computer makes a decision about how you will deliver a service to a person; they have the right to request the decision to be made by a human Being.

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