



Privacy Notice

(How We Use Volunteer Information)

This Privacy Notice explains how and why we store personal data about individuals working in our school in a voluntary capacity, including trustees. It provides a guide about our legal obligations and their own rights. Like any organisation which handles personal data, our school is defined as a 'Data Controller' and, as such, we are registered with the ICO (Information Commissioner's Office) and we comply with the Data Protection Act. and UK General Data Protection Regulation. Our ICO registration number is **Z2944092**

The Personal Data that we process include:

- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests
- Information about your use of our ICT systems, equipment and facilities (e.g. school laptops)

We may also collect, use, store (and share, where appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Information about disability and access requirements
- Photographs and CCTV images captured in school
- Criminal convictions and offences

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Services in respect of criminal data.

Why we collect and use this data:

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

We collect and use governance information, for the following purposes:

- to meet the statutory duties placed upon us for publishing and sharing trustee details
- Establish and maintain effective governance
- Facilitate safer recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access requirements can be provided for volunteers who require them
- Make sure our information and communication systems, equipment and facilities (e.g. school laptops) are used appropriately, legally and safely

Lawful Basis for using this data

Under the UK General Data Protection Regulation (UK GDPR), the legal bases we rely on for processing personal information for general purposes are:

- **Public task-** we need to process data to fulfil our statutory function as a school
- **Legal Obligation**
- **Vital Interests-** we will use this personal data in a life-or-death situation
- **Contract-** we need to process personal data to fulfil a contract with you or to help you enter into a contract with us

Where you have provided us with your consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing your consent should you wish to do so.

Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's) in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's) in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

Collecting

We collect personal information via Volunteer and Trustee Application forms.

The data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with UK 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.

Most of the data we hold will come from you, but we may also hold data about you from

- Local authorities
- Government departments or agencies

- Police forces, courts or tribunals

Storing Information

We keep personal information about you while you volunteer at our school. We may also keep it beyond your work at our school if this is necessary. Our data retention schedule sets out how long we keep information about trustees and volunteers. For more information on our data retention schedule and how we keep your data safe, please visit our website.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered or disclosed.

We will dispose of your data securely when we no longer need it.

Who we share data with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority (Dorset) - to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Government departments or agencies
- Our regulator (Ofsted)
- Service providers (HR, Data Protection, Training)
- Our auditors
- Health authorities
- Professional advisors and consultants
- Police forces, courts and tribunals

Requesting Access To Your Personal Data

Under data protection legislation, you have the right to make a 'subject access request' to gain access to information about you that we hold. To make a request for your personal information, contact dataprotection@ringwoodwaldorfschool.org.uk.

If you make a SAR, and if we do hold information about you, we will (subject to exemptions that may apply):

- Give you a description of it
- Tell you why we are holding it and processing it, and how long we are keeping it
- Explain where we got it from, if not from you
- Tell you who it has been , and who it will be shared with
- Let you know whether any automated decision making is being applied to the data, and any consequences of this.
- Give you a copy of the information in an intelligible form.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

Depending on the lawful basis used for processing data (as identified above), you may also have the right to:

- have your personal data rectified if it is inaccurate or incomplete;
- request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics; or

- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you have a concern or complaint 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/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of Consent and The Right to Lodge A Complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting dataprotection@ringwoodwaldorfschool.org.uk

Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated March 2024.

Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Team in the office, or via dataprotection@ringwoodwaldorfschool.org.uk

Data Collection Requirements

To find out more about the requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in (DSI) account who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the Department for Education (DfE) unless the law allows it.

How to Find Out What Personal Information Department for Education (DfE) Hold About You

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>