

Dothill Primary School

Privacy Notice for School Volunteers

Who we are

Dothill Primary School is the ****data controller**** for the personal information we hold about volunteers working with us.

Our contact details are:

Dothill Primary School

Severn Drive

Wellington

Telford

TF1 3JB

Tel: 01952 386870

What personal information we collect

We collect and process personal information about volunteers, which may include:

- * Name
- * Contact details (address, telephone number, email address)
- * Date of birth
- * Identification documents (e.g. photographic ID)
- * Application forms, references and recruitment information
- * Information about availability, role and start/end dates

We may collect special category and criminal records data (where appropriate) as below:

- * Relevant medical or health information (e.g. to support access, safety or emergency planning)
- * Disability or access requirements
- * Disclosure and Barring Service (DBS) checks and related information
- * Photographs and CCTV images captured in school

We will only collect the minimum personal information necessary for our purposes.

Why we collect and use this information

We use volunteers' personal information to:

- * Support safe recruitment and safeguarding of pupils
- * Decide suitability for volunteering roles
- * Manage and administer volunteer placements
- * Ensure health, safety and wellbeing of volunteers and pupils
- * Meet legal and regulatory requirements
- * Communicate with volunteers about school activities
- * Maintain appropriate records

We do not use volunteer data for profiling or automated decision-making.

The lawful basis for processing

Under the UK Data Protection Act/GDPR 2018, we rely on the following lawful bases:

- * Article 6(1)(e) – processing is necessary for the performance of a task carried out in the public interest
- * Article 6(1)(c) – compliance with a legal obligation
- * Article 6(1)(a) – consent (for specific uses such as publicity photographs)

For special category data (Article 9), where applicable

- * Article 9(2)(b) – employment, social security and social protection law
- * Article 9(2)(h) – health or social care purposes
- * Article 9(2)(a) – explicit consent, where required

DBS information is processed in accordance with safeguarding legislation.

Who we share information with

We may share volunteer information with:

- * The local authority
- * Disclosure and Barring Service (DBS)

- * Healthcare professionals in an emergency
- * Regulatory bodies where required by law

We do not sell personal data or share it for marketing purposes.

How we store and protect information

We keep personal information:

- * Securely
- * In line with our school retention policy
- * Accessed only by staff who have a legitimate need to access

Appropriate technical and organisational security measures are in place.

How long we keep information

Volunteer information is retained:

- * For the duration of the volunteering role, and
- * For a limited period afterwards in line with statutory and safeguarding requirements

Details are available in our school retention policy available from the school office.

Your data protection rights

Volunteers have a number of rights under data protection legislation The ICO details these rights - [A guide to individual rights | ICO](#)

Concerns or complaints

If you have concerns about how your information is used, please contact the school or DPO in the first instance.

You may also complain to the Information Commissioner's Office (ICO) - www.ico.org.uk

We may update this notice periodically. The latest version will always be available via the school website or on request.