



# Privacy Notice for Volunteers & Students on placement

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with the school and residence in a voluntary capacity or on a student placement.

We, Kings Mill School and Residence, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Andrea Rounding (see contact details below).

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

- personal information (such as name, address, contact details and next of kin details)
- recruitment checks
- evidence of qualifications
- employment details
- special categories of data including characteristics information such as gender, race, ethnicity, religious beliefs, sexual orientation and political opinions.
- disability and access requirements
- medical information
- photographs

## Why we collect and use this information

The purpose of processing this data is to support the school and residence to:

- facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- undertake equalities monitoring
- ensure that appropriate access arrangements can be provided for those volunteers & students who require them.

## The lawful basis on which we use this information

We only collect and use personal information about you when the law allows us to. Most commonly, we process data where:

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes
- we need to comply with a legal obligation
- we need to perform an official task in the public interest
- we need to protect the vital interests of the individual (or someone else's interests) including where the individual is physically or legally incapable of giving consent

Where we have obtained consent to use your personal data, you may withdraw this consent at any time. We will make clear when we ask for consent and explain how consent can be withdrawn.

## Collecting this information

Whilst the majority of the information you provide to us is mandatory, there is some information that you can choose whether or not to provide to us. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

## How we store this data

Personal data is stored in accordance with our data protection policy.

We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the school and residence.

When your relationship with the school and residence has ended, we will retain and dispose of your personal information in accordance with the Information and Records Management Society's toolkit for schools.

The Information and Records Management Society's toolkit can be accessed at [https://c.ymcdn.com/sites/irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016\\_IRMS\\_Toolkit\\_for\\_Schools\\_v5\\_Master.pdf](https://c.ymcdn.com/sites/irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf)

## Data Sharing

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

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

- our local authority – to meet our legal obligations to share certain information, such as details of volunteers
- the Department of Education (DfE)

## Requesting access to your personal data

Under data protection legislation, individuals have the right to request access to information about them that we hold. To make a request for your personal information contact either the school admin team or our data protection officer.

### **School Admin Team**

**Andrea Rounding, Data Protection Officer**

**Kings Mill School, Victoria Road, Driffield, YO25 6UG**

**Telephone: 01377 253375**

**Email: [kingsmill.specialschool@eastriding.gov.uk](mailto:kingsmill.specialschool@eastriding.gov.uk)**

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

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

## Contact

If you would like to discuss anything in this privacy notice, please contact our data protection officer; Andrea Rounding.