



Warley Primary School

Privacy Notice for processing
Volunteer Data

Privacy Notice Template for processing Volunteer Data

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?	Name, Address, Telephone, Email, Proof of Identity, DBS Certificate							
Who will be using your Personal Data?	Who is the Data Controller ?	Warley Primary School						
	Who is the Data Controller's Data Protection Officer ?	Lauri Almond						
	Are there any Data Processors ?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>			
	Who are they?							
What will it be used for and what gives us the right to ask for it and use it?	The Purpose (s):		To safeguard children our children Legal Obligation					
	The Legal Condition (s):		Consent Legal Obligation					
	You may withdraw your consent at any time by contacting us							
Who else might we share your data with?	None							
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?	No							
How long will your data be kept?	When will it stop being used?		When the volunteer leaves the school					
	How long after this will it be deleted?		When the volunteer leaves the school + 1 year					
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input checked="" type="checkbox"/>
	Restrict	<input checked="" type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input checked="" type="checkbox"/>	Automate	<input type="checkbox"/>
We will make automated decisions or	How will this be done?		NA					
	What will happen as a result of the decisions?		NA					

profile you 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.
	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:	If you ever get data for other sources, please note them here by agency category.
	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	N/A

Visit the following links for more information about Privacy Law, our obligations and your Rights:

[The ICO Guide to the General Data Protection Regulations 2016](#)

[The General Data Protection Regulations 2016](#)

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:

Postal Address	Information Governance Support. Essex County Council. County Hall, Room B2. Market Road. <i>Chelmsford</i> . Essex. CM1 1LX
Email	DPO@essex.gov.uk
Phone Number	03330 322970

If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:

Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Online Form	https://ico.org.uk/concerns/handling/
Phone Number	0303 123 1113