

Privacy Notice for Volunteers

OUR SCHOOL PRAYER:

*What does the **Lord** ask of you?*

To act justly, to love mercy and to walk humbly with your God.

Micah 6vs.8

Privacy notice – how the school uses volunteers’ information

School Values

In our school, our Christian vision shapes all we do. All members of the school community are committed to upholding the St Michael’s Church of England Christian vision:

- to show love, care, and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential

What categories of information are processed?

The categories of personal information that we process include the following:

- personal information – e.g., name, phone number, address
- characteristics information – e.g., gender, age, ethnic group
- employment information – e.g., employment history, employment checks

This list is not exhaustive – to access the current list of information the school processes, please ask the Assistant Headteacher, Facilities and Resources to access the school’s Data Asset Register.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- to enable the development of a comprehensive picture of the volunteer workforce and how it is deployed
- to manage how we deploy our volunteer workforce
- to keep students safe

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

- for the purpose of facilitating safer recruitment, in accordance with the legal basis of public task, paragraph 1 (a) of Article 6 and the School Staffing (England) Regulations 2009.

For special category data, we also rely on the following conditions under Article 9 of the UK GDPR:

- processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3 of [UK GDPR Article 9](#)

How do we collect your information?

We collect your personal information via the following methods:

- volunteer application forms
- medication forms
- data collection forms

Volunteers’ data is essential for the school’s operational use. Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. 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.

How do we store your information?

Your personal information is retained in line with the school's Records Management Policy, which can be found on the school website at www.st-michaels.sandwell.sch.uk.

For more information about how we securely store your information, please see the school's Cyber Response and Recovery Plan. Please ask the Assistant Headteacher, Facilities and Resources to access it.

Who do we share your information with?

We routinely share your information with:

- the DfE

Why do we share your information?

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

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

Sharing with the DfE

We share information about volunteers with the DfE to meet legal obligations to share certain information, in accordance with the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

What are your rights?

You have specific rights to the processing of your data; these are the right to:

- request access to the information the school holds about you
- 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
- have your personal data rectified if it is inaccurate or incomplete
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you
- request the deletion or removal of personal data where there is no compelling reason for the continued processing

If you want to request access to the personal information we hold about you, please contact Chenille Tennant, DPO, Sips Education, Guardian House, Cronehills Linkway, West Bromwich B70 8SW, 0121 296 3000 or by email at chenille.tennant@sipseducation.co.uk.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the DPO, Chenille Tennant, Sips Education, Guardian House, Cronehills Linkway, West Bromwich B70 8SW, 0121 296 3000 or by email at chenille.tennant@sipseducation.co.uk.

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. We recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on 30th September 2024.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact Chenille Tennant, Sips Education, Guardian House, Cronehills Linkway, West Bromwich B70 8SW, 0121 296 3000 or by email at chenille.tennant@sipseducation.co.uk.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, <http://www.st-michaels.sandwell.sch.uk/>, the GOV.UK website (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>), or download our Data Protection Policy and Records Management Policy from the school website.