Volunteers' Privacy Notice

Date approved	Committee responsible for review of policy	Next review date	Policy on website	Statutory policy
May 2024	Resources	May 2025	Yes	Yes

Headteacher: Mrs Fiona Micklefield

PRIVACY NOTICE – FOR APPLICATION FORMS

St Lawrence C E Primary School collects personal information about you in order to recruit and manage our volunteers. The personal information being collected is any personal data, special category data and criminal offence data contained in your application, any references and DBS certificate we receive.

St Lawrence C E Primary School will use your personal information to process your application which will include carrying out a DBS check. If your application is successful,

St Lawrence C E Primary School will use your contact details to contact you in relation to voluntary activities and matters such as training or meetings. If your application is successful, St Lawrence C E Primary School will ask you to provide emergency contact details which will be used in case of emergency.

The legal basis for St Lawrence C E Primary School use of your personal data is that it is necessary to comply with a legal obligation. The legal basis St Lawrence School's use of your special category data and any criminal offence data is that it is necessary for reasons of substantial public interest.

St Lawrence C E Primary School will share your personal information with Hampshire County Council to carry out a DBS check.

St Lawrence C E Primary School will keep your personal information stored securely. If your application is successful your personal information will be retained until 6 months from the date you finish volunteering. If your application is unsuccessful, St Lawrence School will retain your personal information for 6 months after the date you were notified of the decision.

You have some legal rights in respect of the personal information we collect from you. Please see our website page: https://www.st-lawrence.hants.sch.uk/policies/ for further details

You can contact St Lawrence C E Primary School Data Protection Officer at: adminoffice@st-lawrence.hants.sch.uk or calling 01420 84400.

If you have a concern 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/ *. Will only apply where there is a legal requirement to carry out a DBS check