



Hatfield Peverel Infant School

Privacy Notice - VOLUNTEERS

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 Numbers			
	Next of Kin details	Pre-employment check details			Email address			
Who will be using your Personal Data?	Who is the Data Controller ?		Hatfield Peverel Infant School					
	Who is the Data Controller's Data Protection Officer ?		Lauri Almond ECC					
	Are there any Data Processors ?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>		
	Who are they?		DBS, SIMS, HR, Legal, Parentmail					
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s) :		Safeguarding regulations Employment as a volunteer					
	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?	Education Providers, including HR, Legal. Regulatory Bodies including prospective employers and references							
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?		Termination of employment					
	How long after this will it be deleted?		Termination of employment Subject to exceptions – please refer to the schools retention schedule					
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"/>





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We will make automated decisions or profile you based on your data	How will this be done?	NA			
	What will happen as a result of the decisions?	NA			
As you are giving your data directly to us:	This is the reason why we are allowed to ask for it and use it:	Educational Law 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:	E-DBS Service, NCTL, Previous employer			
	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	Name, address, date of birth, references Basic demographics			
<p>Visit the following links for more information about Privacy Law, our obligations and your Rights:</p> <p>The ICO Guide to the General Data Protection Regulations 2016 The General Data Protection Regulations 2016</p> <p>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:</p> <p>Postal Address: Essex County Council. County Hall. Chelmsford. CM1 1QH Email: DPO@essex.gov.uk Phone Number: 03330322970</p> <p>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:</p> <p>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</p>					

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'Love Learning, Investigate Ideas, Have Fun'