General Data Protection Regulations Privacy Notice
for Volunteers at Downsview Primary School

We, Downsview Primary & Nursery School, are the Data Controller for the purposes of the UK General Data Protection Regulation. Judicium Consulting Limited is our Data Protection Officer. Their role is to oversee and monitor the role of the school's data protection procedures and to ensure they are compliant with the UK GDPR. The Data Protection Officer can be contacted at dataservices@judicium.com.

The Categories of Volunteer's Information that we collect, process, hold and share

The categories of information that we collect, process, hold and share about Volunteers include:

- Personal information (such as name, address, contact details)
- Disclosure and Barring Service information

Why we Collect and Use this Information

We use this data to:

- To maintain a record of volunteers working in the school
- To be able to communicate with volunteers about school closures or changes in volunteering arrangements

The Lawful Basis on which we process this information

We will not give information about you to anyone without your consent, unless the law and our policies allow us to. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the UK General Data Protection Regulations (UK GDPR) including those in relation to the following:

- Article 6 and Article 9 of the UK GDPR
- Education Act 1996

Collecting this information

Whilst the majority of data you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain school information to us or if you have a choice in this.

Storing this information

Personal data relating to Volunteers at Downsview Primary & Nursery School is stored in line with the school's GDPR Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who we share this information with

We routinely share this information with:

- Croydon Local Authority
- InVentry Limited (staff and visitor registration)
- Progent Ltd (CCTV)

Why we share information

We will not give information about you to anyone outside the school or Local Authority (LA) without your consent, unless the law and our policies allow us to.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the school office on 0208 764 4611 or email sec1@downsview.croydon.sch.uk.

What are your rights?

You 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;
- 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 Commission's Office on 0303123 1113, Monday to Friday 9am-5pm or at https://ico.org.uk/concerns/

Further Information

If you would like any further information regarding this Privacy Notice, please email sec1@downsview.croydon.sch.uk.