



Great Baddow High 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?	Engagement of Volunteers							
What personal data do we need from you?	Name	Address	Date of Birth	Pre-employment check information				
	References	Contact Details	Relevant Qualifications					
Who is the Data Controller ?	Great Baddow High School							
Who will be using your Personal Data?	Who is the Data Controller's Data Protection Officer ?							
	Lauri Almond (Essex County Council).							
	Are there any Data Processors ?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>				
	Who are they?	SIMS						
What will it be used for and what gives us the right to ask for it and use it?	The Purpose (s):	Engagement as Volunteer						
	The Legal Condition (s):	<ul style="list-style-type: none"> Legal Obligation 						
Who else might we share your data with?	UK Government (DBS service), prospective employers for 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 engagement plus 6 years						
	How long after this will it be deleted?	As above						
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 type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:	Education law						
	This is what could happen if you refused to let us use your data for this purpose:	Unable to engage/continue to engage						
As you are not giving your data directly to us:	This is who is giving us your personal data:	Previous employer, DBS service, Department of Education						
	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

Basic Demographics, e.g. name, address, Date of Birth, references from previous employers, engagement suitability/safeguarding checks, prohibition and qualifications checks

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	Essex County Council. County Hall. Chelmsford. CM1 1QH
----------------	--

Email	DPO@essex.gov.uk
-------	--

Phone Number	03330322970
--------------	-------------

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
--------------	---------------

Copyright Statement

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.

Guidance

1. Who is a Data Controller? This is somebody whom the school have contracted to deliver a service on their behalf.
2. Who is the Data Protection Officer? This is a statutory post either within the school or a contracted service
3. What is a Data Processor? This is someone who uses the data the school is responsible for in order to deliver a service they have externally contracted
4. What are Purposes? This is the reason we want to use the data, e.g. to create a pupil record
5. What are the legal conditions?
 - a. **Personal Data** can be lawfully processed for the using the following conditions:
 - i. Consent
 - ii. Necessary to perform a contract obligation
 - iii. Blue light emergency services
 - iv. Statutory Duty
 - v. Legitimate Interests
 - b. **Sensitive Personal Data** can be lawfully processed for the using the following conditions:
 - i. Explicit Consent
 - ii. Employment, Social Security, Social Protection
 - iii. Blue light emergency services
 - iv. Legitimate Activities of 'charities/not for profit' organisations
 - v. Made Public by the person
 - vi. For legal defence/claims
 - vii. Substantial Public Interest
 - viii. Health & Social Care provision and management
 - ix. Pan UK Public Health (Epidemics)
 - x. Archiving for scientific/historical research or statistical purposes
6. Legitimate Interests cannot be used as a processing condition other than I exceptional circumstances
7. Any country outside of the European Economic Area (EU countries, plus Iceland, Lichtenstein and Norway) is not considered to have the same legal protections as the UK
8. The right to inform requires us to tell people about how their rights are managed including if information is rectified, modified, erased or restricted
9. The right to access means we must be able to provide a copy of a person's data to them upon written request
10. The right to rectify requires us to correct inaccurate data. This may not always be possible if it relates to an official record or a professional opinion recorded by your staff.
11. The right to erasure requires you to securely destroy the data we hold. This may not always be possible if it relates to an official record or a professional opinion recorded by your staff.
12. The right to restrict requires us to stop processing data (other than keeping it secure) whilst a complaint is resolved. This may not always be possible if it relates to an official record or a professional opinion recorded by your staff.
13. The right to Data Portability only applies when a service is based on 'Consent' and then only if it involves technology

14. The right to object requires us to stop using the data for the purposes for which it was collected. This does not apply to any legal obligations to process the data, but does apply for any processing under Consent, e.g. marketing or profiling
15. The right to refuse automated decision making means if a computer makes a decision about how we will deliver a service to a person; they have the right to request the decision to be made by a human Being.