

Volunteers Privacy Notice

2021-2022

Managing Volunteers

We sometimes have volunteers who come in to support our school activities. We are required to collect some information about them, for example:

- Name and contact details
- Vetting information
- Relationship information

Our legal basis for collecting and using this information is consent, but where we collect vetting information this is on the basis of our Legal Obligation. Where we are using your information with your consent you can withdraw your consent at any time by contacting the school.

We will keep your information whilst you are volunteering at the school, and retain for one year after your last support activity.

We also use personal information to:

- Help investigate any worries or complaints you have about your/your child's education;
- Keep track of spending;
- Check the quality of education delivery; and
- To help with research and planning of new education initiatives.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see section 5 of our main privacy notice.

School Data Protection Role Contact Details

Role	Name	Email contact
Data Protection Officer (DPO)	Ms. L. Almond	IGS@essex.gov.uk
Senior Information Risk Owner (SIRO)	Mr. S. Proctor	admin@hadleigh-inf.essex.sch.uk
Information Champion (IC)	Mrs. A. Cain	finance@hadleigh-inf.essex.sch.uk
Information Governance Governor	Mr. I. Holroyd	IHFGB@hadleigh-inf.essex.sch.uk