

## **PRIVACY NOTICE – VOLUNTEERS**

**Lockerley Church of England 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.

**Lockerley Church of England Primary School** will use your personal information to process your application [which will include carrying out a DBS check\*].

If your application is successful, **Lockerley Church of England 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, **Lockerley Church of England Primary School** will ask you to provide emergency contact details which will be used in case of emergency.

The legal basis for **Lockerley Church of England Primary School's** use of your personal data is that it is necessary **to comply with a legal obligation.**

The legal basis for **Lockerley Church of England Primary School's** use of your special category data [and any criminal offence data\*] is that is necessary **for reasons of substantial public interest.**

**Lockerley Church of England Primary School** will share your personal information with the Checking and Barring Service to carry out a DBS check.

**Lockerley Church of England 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, **Lockerley Church of England Primary 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.lockerleyprimary.co.uk/data-protection-gdpr> for further details

You can contact **Lockerley Church of England Primary School's** Data Protection Officer at: Charlotte Kay [adminoffice@lockerley.hants.sch.uk](mailto:adminoffice@lockerley.hants.sch.uk) 01794 340485

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/>

*\*Please delete if not applicable. Will only apply where there is a legal requirement to carry out a DBS check.*