

PRIVACY NOTICE FOR VOLUNTEERS

Hatch Warren Infant 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.

Hatch Warren Infant School will use your personal information to process your application (which will include carrying out a DBS check).

If your application is successful, Hatch Warren Infant 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, Hatch Warren Infant School will ask you to provide emergency contact details which will be used in case of emergency.

The legal basis for Hatch Warren Infant School's use of your personal data is that it is necessary for us to undertake a DBS check and to check your references as to your suitability to be a volunteer in a school.

The legal basis for Hatch Warren Infant School's use of your special category data (and any criminal offence data) is that is necessary to ensure that you are safe to volunteer whilst in school with children.

Hatch Warren Infant 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, Hatch Warren Infant 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: <http://www.hwis.hants.sch.uk/gdpr-general-data-protection-regulations/> for further details

You can contact Hatch Warren Infant School's Data Protection Officer at: dpo@hwis.hants.sch.uk / 01256 350313 (Miss Kirsty Shaw)

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/>