

School Privacy Notice

How we use personal information relating to our volunteers

	<p style="text-align: center;">Data Controller:</p> <p style="text-align: center;">HEATHWOOD LOWER SCHOOL</p> <p style="text-align: center;">Heath Road, Leighton Buzzard, Bedfordshire LU7 3AU</p> <p style="text-align: center;">Telephone: 01525 377096 Email: office@heathwood.beds.sch.uk</p>
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This Privacy Notice is to let you know how we as an educational setting look after personal information about our volunteers. This notice explains the reasons why we hold personal information, how we use this information, who we share it with and how we keep it secure. This notice meets with the requirements of the General Data Protection Regulations (GDPR).

A copy of this Privacy Notice is available on our website www.heathwoodlower.com Please refer to the website copy of this Privacy Notice for the latest version as it will be updated from time to time to reflect any changes in our circumstances.

If you have any questions or queries or would like to discuss anything in this Privacy Notice, please contact the Office Manager at office@heathwood.beds.sch.uk

How we collect volunteer information

We obtain volunteer information when you register with us. We are also obliged to hold volunteer information on our Single Central Record. We also collect any changes to your information throughout the year to keep our information about you as up to date as possible.

We collect and hold volunteer information that includes:

- Details such as name and address
- Contact telephone numbers
- Information that is categorised as special data such as gender, ethnicity, religion and medical information
- An enhanced DBS check
- Medical information such as GP surgery details, allergies, medication and dietary requirements
- Disability and access requirements

Why we collect and use this information

We use the data to:

- safeguard pupils in our care
- facilitate effective communication
- provide appropriate care and support
- provide any additional support

The lawful basis on which we hold and use this information

We collect and use volunteer information under the legal basis of **public interest** as an educational setting/school with the delegated task of educating and safeguarding the children in our care.

There may be some information we ask for which is not mandatory and which we collect on the legal basis of legitimate interest. We will ask you for explicit consent about how these data items can be used if the purpose for holding the data extends beyond public interest or legal obligation. As a volunteer you can change your decision to grant or withdraw consent at any time.

If at any point in the future, we seek to use any previously collected information for another purpose or use the information in new software, we will ask for your explicit consent to do so.

Who we share volunteer information with

We do not routinely share volunteer information but may occasionally share with:

- School staff
- Statutory bodies for reporting purposes

Why we share volunteer information with external parties

We do not share information about our volunteers with anyone without consent unless the legal basis for holding and sharing the data allow us to do so.

How we keep personal data secure

We fully adhere to our Data Protection policies which outline our procedures and processes for accessing, handling and storing data safely in accordance with all the GDPR principles. These policies are regularly reviewed and ratified by our governors. The following processes ensure that we comply with data protection legislation in how we manage the protection of personal data:

- Our networks, file systems and server operating systems are secured through firewalls and spyware/virus detection programs on our servers to prevent unauthorised access to our data
- Data held in a physical location within the school is held securely and only accessible by staff with appropriate authorisation
- Access to data on systems is through individual passwords which are carefully managed and monitored
- Any data that is removed from the school is minimised and encrypted
- Older data is safely removed from computers and other devices
- Data shared with the DfE and the Local Authority is shared through secure file transfer systems. Any data shared with other legitimate third parties where there is a legal basis for sharing will only be shared through secure methods.
- Data shared with third party software suppliers is controlled by the school. We will only deal with suppliers who can demonstrate that they comply with the requirements of data protection

legislation and not use personal data for any other purpose than the purpose for fulfilling the functions we have contracted with them (e.g. assessment).

- We ensure all staff receive regular training on data protection

We also adhere to our **Data Breach Procedures Policy** in the event of a data breach. These procedures explain how our school responds to occurrences of known or reported data breaches. A copy of this policy will be available shortly on our school website at www.heathwoodlower.com

Requesting access to your personal data

Under data protection regulations, you have the following rights:

- Right to be informed
- Right to access to your personal information
- Right to have inaccurate personal data rectified, blocked, erased or destroyed in certain circumstances
- Right to object to processing of personal data that is likely to cause, or is causing, damage or distress
- Right to restrict processing for the purpose of direct marketing
- Right to data portability
- Right to object to decisions being taken by automated means
- Right to claim compensation for damages caused by a breach of the Data Protection regulations

It should be noted that some of these rights will not apply in circumstances where allowing them would significantly reduce or prevent our ability to perform our duties as a school and safeguard the children in our care.

You do have the right to request access to personal information about you that we hold. To request access to your personal information you can make a **Subject Access Request (SAR)**. For further information about this, contact in writing The Headteacher, Heathwood Lower School, Heath Road, Leighton Buzzard, LU7 3AU

Our school will follow procedures outlined in our **Subject Access Request Policy** available from our website shortly at www.heathwoodlower.com which follows the guidelines promoted by the data protection regulations.

Please note that whilst we aim to respond to requests within the required time period of one month, we may not be able to honour this time period if we receive requests just before or during school holidays. If the nature of the request is complex and/or the request falls within a holiday period, we will aim to reach a mutually agreed alternative time period.

How long we keep personal information

We hold volunteer data for the period determined appropriate for the different types of data we hold. We will keep information for the minimum period necessary in accordance with DfE's data retention recommendations which take into account legal and safeguarding considerations linked to the types of data held. Our **Data Retention Schedule** can be found on our website shortly at www.heathwoodlower.com

All information is held securely and will be destroyed as appropriate under secure and confidential conditions.

Let us know of any changes to personal information and emergency contact information

We would encourage you very strongly to ensure that any changes to phone numbers in particular are notified to our school office as soon as possible.

Reporting concerns about our data protection processes

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 by contacting the Headteacher on 01525 377096. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Keeping you informed through this Privacy Notice

We aim to keep you informed of any changes to our data collections and data protection obligations through this Privacy Notice – the latest copy will be available on our website at

www.heathwoodlower.com/Forparents/Usefulforms/

We incorporate information about the pupil data we hold and how we adhere to the GDPR principles for protecting this data in our e-Safety and ICT lessons so that our children are aware of what we do.

Department for Education (DfE)

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Sharing data by the DfE

The DfE can legally share information about our pupils from the NPD with third parties who are:

- organisations involved with promoting the education or well-being of children in England :
- researchers or analysts
- schools
- local authorities
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

How the DfE keeps data secure

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet [ISO27001 standards](#) and the [government security policy framework](#).

The Department has robust processes in place to ensure the confidentiality of our pupils' data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>