

WEATHERHEAD HIGH SCHOOL

Privacy Notice for Volunteers (How we use your information)

We are Weatherhead High School. During an individual's time with us, we will use information that we gather in relation to them for various purposes. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from the individual directly and data about the individual that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after they have left the school. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about our volunteers, why we process that data, who we share this information with, and the rights of individuals in relation to their personal data processed by us.

The categories of information that we process

These include:

- personal information (such as name, address, contact information)
- qualifications (where relevant)
- training courses attended
- recruitment information, including copies of identification documents, references and other information collected as part of the volunteering recruitment process
- other information (and all information included in these necessary to administer them), attendance records, information provided to support an enhanced criminal records check (including the results of Disclosure and Barring Service (DBS) checks), CCTV footage and images captured in school and on school trips).

We will also use special categories of data including such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, medical information including disability, health and access requirements for use in risk assessments.

These types of personal data are subject to additional requirements. This list is not exhaustive.

Why we collect and use your information

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

1. Where we are required by law, including:
 - To comply with the law regarding data sharing (see further below)
 - To comply with specific legal requirements, including our obligations under health and safety legislation, and under statutory codes of practice such as those issued by HSE
 - To comply with legal requirements in relation to equalities and non-discrimination
2. Where we are required by any obligation:
 - To make a decision about recruiting volunteers
 - To facilitate safe recruitment
 - To check individuals are legally permitted to volunteer in our school
 - To administer any third party payments
3. Where the law otherwise allows us to process the personal data, or we are carrying out a task in the public interest, including:

- To safeguard our students and other individuals
- To ensure safe working practices
- In the interests of ensuring equal opportunities and treatment

4. Where we otherwise have the consent of the individual

Why do we use special category personal data?

We may process special category personal data of our volunteers for the following reasons:

1. To carry out our legal obligations in relation to law, where this is in accordance with our Data Protection Policy.
2. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.
3. For the purposes of preventative or occupational medicine in order to assess an individual's volunteering capacity and / or the need for reasonable adjustments.
4. Where we otherwise have an individual's explicit written consent – subject to the restriction set out above on the use of consent in an employment relationship.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

Failure to provide this information

If our volunteers fail to provide information to us then this may result in us being unable to accept their offer to volunteer, or we may be prevented from complying with our legal obligations.

Collecting volunteer information

Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

A lot of the information we have about our volunteers comes from the individuals themselves, however we may also obtain information from other organisations including, the DBS, recruitment or vetting agencies, other members of staff, students or their parents, and publically available resources including online sources. In addition we may obtain information from automated monitoring of our websites and other technical systems such as our computer networks and systems, CCTV and access control systems, communications systems, remote access systems, email and instant messaging systems, intranet and internet facilities, telephones, voicemail and mobile phone records.

Whilst the majority of processing of personal data of our volunteers will not require consent, we will inform individuals if their consent is required and seek that consent before any processing takes place. In the limited circumstances where individuals have provided their consent to the collection, processing and transfer of personal information for a specific purpose, they have the right to withdraw their consent for that specific processing at any time. To withdraw their consent, they should contact the Data Protection Officer, Mrs N Rogers.

Storing volunteer information

We will hold information relating to our volunteers only for as long as necessary. How long we need to hold on to any information will depend on the type of information. We keep personal information about you while you volunteer at our school; we may also keep it beyond that if this is necessary.

Our Record Management policy sets out how long we keep information and can be accessed on the school website at <https://weatherheadhigh.co.uk/school-information/policies-procedures/>

For Governors please refer to the separate Privacy Notice for Governors and Trustees.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

Who we share volunteer information with

We may share this information with:

- Local authorities, to assist them in the exercise of their responsibilities in relation to school trips (Evolve),
- The Duke of Edinburgh's Award (DofE)
- Our regulator (Ofsted)
- Suppliers, Service providers and Contractors, such as Hays Online Safeguarding platform, to enable them to deliver services and provide appropriate training and guidance
- Our professional advisors including legal and HR consultants and Auditors
- Police forces, courts and tribunals

Why we share volunteer information

We do not share information about our volunteers with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the HR Systems Manager.

Please also refer to our Data Protection Policy for further details on making requests for access to your information.

You also have the right to:

- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact the Data Protection Officer (DPO) Mrs N Rogers. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Concerns and Complaints

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

By Telephone: 0303 123 1113

In writing: Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated September 2021.

Contact

If you would like to discuss anything in this privacy notice, please contact: Mrs N Rogers, Data Protection Officer.

- Mrs N Rogers, Deputy Headteacher

In writing:
Weatherhead High School
Breck Road
Wallasey
CH44 3NS

By telephone: 0151 631 4400

By email: DPO@weatherheadhigh.co.uk