



# Doddinghurst Infant School

Church Lane, Doddinghurst, Brentwood, Essex, CM15 0NJ

## Privacy Notice – Volunteers & Students

What is the service being provided?	Personal data of volunteers who support the school <i>(Please be advised that not all this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.)</i>							
What personal data do we need from you?	<ul style="list-style-type: none"> <li>• <b>Name</b></li> <li>• <b>Address</b></li> <li>• <b>Date of birth</b></li> <li>• <b>Telephone – home, work mobile</b></li> <li>• <b>Pre-volunteer check information</b></li> <li>• <b>Email</b></li> <li>• <b>DBS</b></li> <li>• <b>Medical</b></li> <li>• <b>Emergency contact details</b></li> <li>• <b>Medical conditions</b></li> <li>• <b>SD2 Declaration form</b></li> </ul>							
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?	Doddinghurst Infant School						
	Who is the Data Controller's <a href="#">Data Protection Officer</a> ?	Lauri Almond (ECC)						
	Are there any <a href="#">Data Processors</a> ?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>			
	Who are they?	RM Integris G2 Parent Hub						
What will it be used for and what gives us the right to ask for it and use it?	<a href="#">The Purpose(s)</a> :	Engagement as Volunteer						
	<a href="#">The Legal Condition(s)</a> :	Legal Obligation along with consent.						
	<b>You may withdraw your consent at any time by contacting us</b>							
Who else might we share your data with?	Other Education Providers, (eg HR, Legal), Regulatory Bodies, Prospective employers – references.							
Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent Privacy Law</a> protections?	No							
How long will your data be kept?	When will it stop being used?	Termination of volunteering						
	How long after this will it be deleted?	Termination of volunteering Subject to exceptions – please refer to the School's Retention Schedule						
Our use of the data will be subject to your legal rights (marked if applicable):	<a href="#">Inform</a>	<input checked="" type="checkbox"/>	<a href="#">Access</a>	<input checked="" type="checkbox"/>	<a href="#">Rectify</a>	<input checked="" type="checkbox"/>	<a href="#">Erase</a>	<input type="checkbox"/>
	<a href="#">Restrict</a>	<input type="checkbox"/>	<a href="#">Portable</a>	<input type="checkbox"/>	<a href="#">Object</a>	<input type="checkbox"/>	<a href="#">Automate</a>	<input type="checkbox"/>
We will make automated decisions or profile you based on your data	How will this be done?	NA						
	What will happen as a result of the decisions?	NA						



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As you are giving your data directly to us:	This is the reason why we are allowed to ask for it and use it:	We only process this data with your consent which you are free to withdraw at any time unless statutory requirements.			
	This is what could happen if you refused to let us use your data for this purpose:	Education Law We could not accept you as a volunteer at the school			
As you are not giving your data directly to us:	This is who is giving us your personal data:	Previous employer, DBS Service, NCTL, other Educational Organisations			
	This is a source of personal data open to anyone	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	These are the categories of personal data being given to us	Basic demographics, eg name, address, date of birth, references from previous employers, engagement suitability/safeguarding checks, prohibition and qualifications checks			
Visit the following links for more information about Privacy Law, our obligations and your Rights:					
<a href="#">The ICO Guide to the General Data Protection Regulations 2016</a> <a href="#">The General Data Protection Regulations 2016</a>					
If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:					
Postal Address	Essex County Council, County Hall, Chelmsford. CM1 1QH				
Email	<a href="mailto:DPO@essex.gov.uk">DPO@essex.gov.uk</a>				
Phone Number	03330 322 970				
If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:					
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF				
Online Form	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>				
Phone Number	0303 123 1113				

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