



SOUTHEND HIGH SCHOOL FOR BOYS

Privacy Notice for Volunteers

This Privacy Notice explains how we collect, store and use personal data about individuals working with the school in a voluntary capacity, including Governors.

For the purposes of Data Protection legislation, Southend High School for Boys is the Data Controller and responsible for the personal data collected about you.

Personal data is information about you from which you can be identified.

The categories of information that we process include:

- Personal information (such as name, address, contact details, national insurance number, address history and proof of identity)
- References
- Evidence of qualifications
- Employment details
- Car details
- Photos (e.g. on school website, staff database, social media)
- Safeguarding checks (including DBS numbers)
- CCTV imagery – *see separate policy*
- Information about business and pecuniary interests

Why we collect and use this information:

The personal data collected is essential, in order for the school to fulfil its official functions and meet legal requirements.

We collect and use information, for the following purposes:

- to establish and maintain effective governance
- to meet the statutory duties placed upon us
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- undertake equalities monitoring
- ensure that appropriate access arrangements can be provided for volunteers as necessary

Under the Data Protection Act 2018, the legal basis we rely on for processing personal information is to fulfil contractual obligations and other legitimate interests. Under Article 6 these are:

- in accordance with the legal basis of **Public task**: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function (6.1.e).
- in accordance with the legal basis of **Vital interests**: to keep children safe (safeguarding checks) (6.1.d).
- in accordance with the legal basis of **Legal obligation**: data collected for publication (6.1.c).

In addition, under Article 9 of the Data Protection Act 2018 we will, on occasion, need to process special category personal data concerning health, racial or ethnic origin, political opinions, religion, trade union membership, sexual orientation or criminal record information, in accordance with rights or duties imposed by law. We rely upon reasons of substantial public interest (equality of opportunity and treatment), to protect the vital interest of any person where that person cannot give consent, legal claims or medical treatment.

Collecting information

Whilst the majority of information you provide to us is required, some of it is provided to us on a voluntary basis. In order to comply with the Data Protection Act 2018 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.

Storing data

We hold data securely for the set amount of time shown in our data retention schedule and only for as long as we have a legitimate and lawful reason to retain it.

Sharing data

We do not share information about our workforce members with anyone unless the law and our policies allow us to do so. We would ask for specific consent for sharing data not covered by our privacy Notices.

Where it is legally required or necessary, we may share your personal information with:

- Government departments or agencies (to meet our legal obligations to share information about Governors/Members)
- Southend Local Authority (to meet our legal obligations to share information about our Governors)
- Suppliers and service providers (to enable them to provide the service we have contracted them for, such as Governor support)

Use of your personal information for marketing purposes

Where you have given us consent to do so, the school may send you marketing information, by email or text, promoting school events, campaigns, charitable causes or service that may be of interest to you. You can 'opt out' of receiving these emails at any time by contacting the Office Manager at: enquiries@shsb.org.uk

Requesting access to your personal data

Under the Data protection Act 2018, you have the right to request access to information about you that we hold. To make a request for your personal information, you will need to make a Subject Access Request by emailing the Office Manager at: enquiries@shsb.org.uk.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts. 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/>

Contact

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 either with the HR Manager (HR@SHSB.org.uk) or our Data Protection Officer (dpo@shsb.org.uk).

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

Last updated: 13th August 2024

Data Controller: Southend High School for Boys, Prittlewell Chase, Southend-on-Sea, Essex, SS0 0RG