

# 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:

- Contact details
- References
- Evidence of qualifications
- Employment details
- Safeguarding checks (including DBS numbers)
- Information about business and pecuniary interests

We may also collect, store and use information about you that falls into 'special categories' of more sensitive personal data. This may include information about:

- race, ethnicity and religious beliefs
- disability and access requirements

This list is not exhaustive.

### 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 General Data Protection Regulation (GDPR), the lawful bases we rely on for processing information 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
- in accordance with the legal basis of **Vital interests**: to keep children safe (safeguarding checks)
- in accordance with the legal basis of **Legal obligation**: data collected for publication

## Collecting information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with 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.

## Storing data

We hold personal information about you for as long as you are working with the school.

## Sharing data

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

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](mailto:enquiries@shsb.org.uk)

## Requesting access to your personal data

Under GDPR, 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](mailto: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 would like to discuss anything in this privacy notice, please contact the Office Manager by email: [enquiries@shsb.org.uk](mailto:enquiries@shsb.org.uk) or the school's Data Protection Officer: [dpo@shsb.org.uk](mailto:dpo@shsb.org.uk)

*This document is regularly reviewed; last updated January 2020.*