



Rudgwick Primary School Privacy Notice for volunteers
**Information about Pupils in Schools, Alternative Provision,
Pupil Referral Units and Children in Early Years Settings**

Inspire - Believe - Achieve



Our Mission:

At Rudgwick Primary School, our mission is to provide a happy, fun, safe place, where kindness shines through and where:

- Excellent teaching and a wide range of experiences **inspires** a love for learning and a curious mind;
- Everyone is valued and respected and feel that they belong;
- Individual strengths and talents are nurtured and celebrated and children **believe** in themselves and, through strong friendships, each other;
- A growth mind set is encouraged, mistakes are seen as learning opportunities and confident, resilient learners grow;
- Children are successful learners who, through both independence and collaboration, can make progress and **achieve** to their full potential.

The EU General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR), which came into effect on 25th May 2018, **provides a legal framework for keeping everyone's personal data safe by requiring companies to have robust processes in place for handling and storing personal information.**

Data Controller

Rudgwick Primary School complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z6333115).

The Data Protection Officer (DPO) for the School is Hayley Edwards.

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

The Legal Basis for Processing Personal Data

- Your personal information will be processed in the administration of your application.
- It is processed where it is required by law or regulation.

The categories of personal data we are processing

- Information received from the Disclosure and Barring Service in respect of criminal convictions where this is a requirement of the role
- Details of criminal convictions
- Documents confirming identity

How we collect and use information

We use this personal data to:

- Carry out background and reference checks, where applicable and where required for the role
- Comply with legal or regulatory requirements.

Who we share data with

We may pass data to:

- The Disclosure and Barring Service where this is a requirement of the role
- Our local authority

We will not share data with third-parties for marketing purposes

Retention Periods

Personal data will not be retained for longer than necessary in relation to the purposes for which they were collected.

Rights

You have the right to:

1. be informed of data processing (which is covered by this Privacy Notice)
2. access information (also known as a Subject Access Request)
3. have inaccuracies corrected
4. have information erased
5. restrict processing
6. data portability
7. intervention in respect of automated decision making (automated decision making is rarely operated within WSCC)
8. Withdraw consent (see below)
9. Complain to the Information Commissioner's Office (See below)

To exercise any of these rights please contact The Data Protection Officer.

Withdrawal of Consent

Where personal data is processed on the basis of consent, you have the right to withdraw that consent.

Complaints to ICO

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting the DPO.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:

The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF.