



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

**The EU General Data Protection Regulation (GDPR)**

On the 25th May 2018 the General Data Protection Regulation (GDPR) will be applicable and the current Data Protection Act (DPA) will be updated by a new Act giving effect to its provisions. Before that time the DPA will continue to apply.

**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 Claire Dunsby

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.