



**"Happy Together, Growing Together, Aiming High.
Every day, a learning adventure."**

Denmead Infant School

Privacy Notice for Volunteers (How we use personal information)

Denmead Infant School collects personal information about you in order to recruit and manage our volunteers. The personal information being collected is any personal data, special category data and criminal offence data* contained in your application, any references and DBS certificate we receive.

Denmead Infant School will use your personal information to process your application which will include carrying out a DBS check*.

If your application is successful, Denmead Infant School will use your contact details to contact you in relation to voluntary activities and matters such as training or meetings.

If your application is successful, Denmead Infant School will ask you to provide emergency contact details which will be used in case of emergency.

The legal basis for Denmead Infant School's use of your personal data is that it is necessary to comply with legal obligations and protection of vital interests.

The legal basis for Denmead Infant School's use of your special category data and any criminal offence data* is that is necessary for reasons of substantial public interest

Denmead Infant School will share your personal information with the Disclosure and Barring Service to carry out a DBS check.* Denmead Infant School will keep your personal information stored securely.

If your application is successful, your personal information will be retained until 6 months from the date you finish volunteering.

If your application is unsuccessful, Denmead Infant School will retain your personal information for 6 months after the date you were notified of the decision.

You have some legal rights in respect of the personal information we collect from you. Under data protection legislation, you have the right to request access to the information that we hold.

You can contact Denmead Infant School's Data Protection Officer (Clare Zahra) at:
c.zahra@denmead-inf.hants.sch.uk, or by telephone on 023 9226 2717

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/>

**Please delete if not applicable. Will only apply where there is a legal requirement to carry out a DBS check*