

## PRIVACY NOTICE - VOLUNTEERS

Crookham CE(A) 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.

Crookham CE(A) Infant School will use your personal information to process your application which will include asking you to apply for a DBS check\*.

If your application is successful, Crookham CE(A) 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, Crookham CE(A) Infant School will ask you to provide emergency contact details which will be used in case of emergency.

The legal basis for Crookham CE(A) Infant School's use of your personal data is that it is necessary for the performance of a task carried out in the public interest or it is necessary to comply with a legal obligation

The legal basis for Crookham CE(A) Infant School's use of your special category data and any criminal offence data\* is that is necessary for reasons of substantial public interest.

Crookham CE(A) Infant School will share your personal information with Hampshire County Council to carry out a DBS check\*.

Crookham CE(A) 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, Crookham CE(A) 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. Please see our website page: <https://www.crookhaminfants.co.uk/policies/> for further details.

You can contact Crookham CE(A) Infant School's Data Protection Officer at: [adminoffice@crookham-inf.hants.sch.uk](mailto:adminoffice@crookham-inf.hants.sch.uk) or on 01252 615547

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/>

*\* Will only apply where there is a legal requirement to carry out a DBS check.*