Cheadle Village Primary School

PRIVACY NOTICE – VOLUNTEERS

How we use volunteer information

We, Cheadle Village Primary School, are a data controller for the purposes of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This privacy notice explains how we collect, use, store and share personal information about individuals who volunteer within our school.

We collect and use volunteer information to support the school's educational, safeguarding and operational functions and to ensure that volunteers can safely and effectively undertake their role.

We collect your information to:

- Assess your suitability for volunteer activities.
- Safeguard pupils, staff and visitors.
- Comply with statutory safeguarding requirements.
- Maintain records of volunteers working within the school.
- Arrange induction, training and supervision.
- Contact volunteers regarding their role and school activities.
- Manage health and safety arrangements.
- Respond to emergencies.
- Investigate concerns, incidents or complaints where necessary.
- Meet our legal and regulatory obligations.

The categories of volunteer data we collect include:

- Name, address and contact details.
- Date of birth (where required for safeguarding purposes).
- Emergency contact details.
- Information relating to your volunteering role.
- Availability and attendance records.
- References (where obtained).
- Safeguarding information.
- Disclosure and Barring Service (DBS) information, where required.
- Records of training or induction completed.
- Correspondence relating to your volunteering activities.
- Photographs for identification purposes where appropriate.
- CCTV images captured on school premises.

Most of the personal information we process about volunteers is provided directly by you.

We may also receive information from other sources where this is necessary, including referees, the Disclosure and Barring Service, the Local Authority, previous organisations you have volunteered or worked with, or safeguarding agencies where relevant.

We will only collect information from other sources where it is necessary and lawful to do so.

The lawful basis on which we use this information

We will only collect and use volunteer information where the law allows us to. The lawful bases which may apply include:

Purpose	Examples of information used	Lawful basis
Assessing suitability for a volunteer role	Contact details, role information, references, safeguarding information	Article 6(1)(c) Legal Obligation and/or Article 6(1)(e) Public Task
Safeguarding pupils, staff and visitors	Identity details, DBS information where required, safeguarding information, attendance information	Article 6(1)(c) Legal Obligation and/or Article 6(1)(e) Public Task
Managing the volunteer arrangement	Contact details, availability, attendance, induction and training records	Article 6(1)(e) Public Task
Health, safety and emergency arrangements	Emergency contact details, relevant health or access information	Article 6(1)(c) Legal Obligation, Article 6(1)(d) Vital interests where necessary
Optional publicity or promotional use	Photographs or other optional publicity material	Article 6(1)(a) Consent

Special Category Personal Data

We may process special category personal data where this is necessary for a specific purpose. This may include health information, disability or access requirements, or information relevant to safeguarding.

Where we process special category data, we will identify both an Article 6 lawful basis and an Article 9 condition under the UK GDPR. The Article 9 conditions we may rely on include:

- Article 9(2)(b): where processing is necessary for employment, social security or social protection obligations, where applicable;
- Article 9(2)(c): where processing is necessary to protect someone's vital interests;
- Article 9(2)(f): where processing is necessary for the establishment, exercise or defence of legal claims;
- Article 9(2)(g): where processing is necessary for reasons of substantial public interest, with an appropriate basis in law under the Data Protection Act 2018, for example safeguarding children and individuals at risk.

We will only process special category data where it is necessary, proportionate and relevant to the volunteer role or to our safeguarding, health and safety or legal responsibilities.

Criminal offence data and DBS checks

Where required for a volunteer role, we may process information relating to criminal convictions, cautions, offences or related safeguarding checks. This may include information provided through the Disclosure and Barring Service or other safeguarding processes.

We will only process this information where it is necessary and lawful to do so, including where required to meet our safeguarding obligations and to assess suitability for a volunteer role. Access to this information will be restricted to staff who need it for safeguarding or recruitment decision-making purposes.

Storing volunteer data

We hold volunteer information securely and in accordance with the school's records retention schedule.

Volunteer records will usually be retained for the duration of the volunteering arrangement and then for the period specified in the school's retention schedule. Some information may need to be retained for longer where it relates to safeguarding, legal claims, insurance, audit, regulatory requirements or an ongoing concern.

When information is no longer required, it will be securely deleted or confidentially destroyed. For further information about retention periods, please contact the school office.

Who we share volunteer data with

We do not routinely share volunteer information with third parties. However, we may share information where required by law or where it is necessary to fulfil our safeguarding responsibilities. This may include:

- Local Authorities.
- Regulatory or inspection bodies.
- The Disclosure and Barring Service (DBS).
- Police or other law enforcement agencies.
- Courts or tribunals.
- Our Data Protection Officer.
- Professional advisers or insurers where required.

Any sharing of personal data will be undertaken in accordance with data protection legislation.

Requesting access to your personal data

Under data protection legislation you have the right to:

- Request access to your personal information.
- Request correction of inaccurate personal information.
- Request erasure of personal information in certain circumstances.
- Request restriction of processing.
- Object to processing carried out under public task grounds.
- Request transfer of your data where applicable.
- Withdraw consent where consent is being relied upon.

To make a request, please contact: Andrea Howard, School Business Manager, by emailing: admin@cheadle-pri.stockport.sch.uk

Alternatively, please refer to the school's Data Subject Rights guidance available on the school website.

Contact Us

If you would like to discuss anything in this privacy notice, please contact: Andrea Howard, School Business Manager, by emailing: admin@cheadle-pri.stockport.sch.uk

or the School's Data Protection Officer: IGschoolsupport@stockport.gov.uk

Complaints

If you're not satisfied with the way we have handled your personal information, you have the right to make a complaint to the Information Commissioner.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Email: https://ico.org.uk/concerns/

This right is not dependant on you raising a complaint with us first, but we would encourage you to contact our Data Protection Officer by emailing IGschoolSupport@stockport.gov.uk so we can consider your concerns as quickly as possible.

Review

Version	Author	Policy approved by	Approval date	Review date	Changes made?
V1	IG Team	IG Team	18/08/2026	01/09/2028	New Policy