

Privacy Notice - Volunteers

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	Engagement of Volunteers							
What personal data do we need from you?	Name Address Date of Birth Telephone			Email ID Documents Pre-employment check information Application Forms and References				
Who will be using your Personal Data?	Who is the Data Controller ?			Langham Primary School				
	Who is the Data Controller's Data Protection Officer ?			John Jones – Chair of Governors				
	Are there any Data Processors ?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
	Who are they?			Disclosure and Barring Service				
What will it be used for and what gives us the right to ask for it and use it?	The Purpose (s):			Safeguarding				
	The Legal Condition (s):			Legal Obligation Consent				
	You may withdraw your consent at any time by contacting the school office							
Who else might we share your data with?	Central & Local Government as part of Safeguarding audits, e.g. Ofsted Inspections.							
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?	N/A							
How long will your data be kept?	When will it stop being used?			Termination of volunteer role + 6 years				
	How long after this will it be deleted?			Termination of volunteer role + 6 years				
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input checked="" type="checkbox"/>
	Restrict	<input checked="" type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input checked="" type="checkbox"/>	Automate	<input type="checkbox"/>

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As you are giving us your data directly to us:	This is the reason why we are allowed to ask for it and use it:	It is a statutory requirement to process volunteer data for safeguarding purposes. This data will be retained for 6 years after the termination of the role.			
	This is what could happen if you refused to let us use your data for this purpose:	We could not accept you as a volunteer at the school.			
As you are not giving your data directly to us:	This is who is giving us your personal data:	N/A			
	This is a source of personal data open to anyone	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	These are the categories of personal data being given to us	N/A			

Visit the following links for more information about Privacy Law, our obligations and your Rights:

[The ICO Guide to the General Data Protection Regulations 2016](#)
[The General Data Protection Regulations 2016](#)

If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:

Postal Address Chair of Governors c/o Langham Primary School

Email Governors,Chair@Langham.essex.sch.uk

Phone Number 01206 272266

If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:

Postal Address Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Online Form <https://ico.org.uk/concerns/handling/>

Phone Number 0303 123 1113

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