



Privacy Notice for Volunteers

Calcot Infants and Junior Schools

1. Document Control

Adopted / Adopted and Adapted / Schools own: **Adopted**

Review period: **Triennial**

Responsible committee: **FHSP**

Statutory: **Yes**

Required on website: **Yes**

Ratified by committee: **July 2026**

Review due: **July 2029**

Chair of Governors' signature: **Mrs Julia Kidd**

2. Change History

Version	Date	Amendment or No Change
1	2026 July	Created

3. Website History

Version	Date on website
1	

Privacy Notice for Volunteers

1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, use, store and share personal data about individuals who volunteer or undertake voluntary work on behalf of the school.

We, Calcot Infants and Junior Schools, Curtis Road, Calcot, Reading RG31 4XG, are the data controller for the purposes of UK data protection law.

2. The Personal Data We Hold

Personal data that we may collect, use, store and share (where appropriate) includes:

- Name, title and contact details
- Identity verification documents where required
- Address
- Date of birth
- Emergency contact information
- Volunteer application forms
- Volunteer agreements and role descriptions
- References
- Information relating to volunteer suitability assessments
- DBS and safeguarding information where required
- Training records
- Safeguarding induction and training records
- Attendance records
- Photographs where appropriate
- Information relating to health, disability or accessibility requirements
- Records of communications with the school
- Information relating to your use of school information and communication systems, including internet activity, application usage and security monitoring where volunteers use school devices, systems or accounts.
- CCTV images captured on school premises

We may also collect special category data where necessary, including information about health conditions, disabilities and reasonable adjustment or accessibility requirements where relevant to your volunteering role.

3. Why We Use This Data

3.1 Volunteers' Responsibilities

Volunteers are expected to handle personal information securely and confidentially, in accordance with the school's policies and procedures. Volunteers must only access personal information where this is necessary for their authorised role and must not disclose personal information to others unless authorised or required to do so by law or school procedures.

We use volunteer information to:

- Recruit and manage volunteers
- Allocate volunteer roles and responsibilities
- Safeguard pupils, staff and volunteers
- Assess suitability for volunteer roles
- Comply with statutory safeguarding obligations
- Arrange training and induction
- Verify identity and suitability for volunteer roles
- Manage volunteering activities and school events
- Communicate with volunteers
- Maintain volunteer records
- Maintain health and safety arrangements
- Support effective safeguarding arrangements
- Investigate incidents, complaints or safeguarding concerns
- Protect school property and assets

4. Our Lawful Basis for Using This Data

We process personal data about volunteers under one or more of the lawful bases set out in Article 6 UK GDPR, depending on the nature of the processing.

- Article 6(1)(c) – Legal obligation
- Article 6(1)(e) – Public task
- Article 6(1)(f) – Legitimate interests
- Article 6(1)(a) – Consent, where required

Where we process special category personal data, we will identify both a lawful basis under Article 6 UK GDPR and an appropriate condition under Article 9 UK GDPR together with any applicable condition under Schedule 1 of the Data Protection Act 2018.

Where criminal offence information, including DBS information, is processed, this will be carried out in accordance with the Data Protection Act 2018 and safeguarding legislation and safer recruitment requirements.

5. Collecting This Data

Most information is collected directly from volunteers.

We may also receive information from:

- Referees
- Disclosure and Barring Service
- Local authorities
- Professional bodies
- Previous organisations where references have been provided
- Identity documents provided by volunteers
- Previous schools or organisations where references are provided
- Professional bodies where qualifications require verification.

6. How We Store This Data

Volunteer information is stored securely in electronic and paper-based systems.

We implement appropriate technical and organisational measures to protect personal information from accidental loss, unauthorised access, disclosure, alteration or destruction.

Different categories of volunteer records are retained for different periods in accordance with the school's Records Retention Schedule and the Information and Records Management Society (IRMS) Toolkit for Schools.

Further information about retention periods is available from the school on request.

Information that is no longer required will be securely deleted or destroyed.

7. Who We Share Data With

Where necessary and lawful, we may share information with:

- Local authorities
- Disclosure and Barring Service
- Police and safeguarding agencies
- Professional advisers
- Insurance providers
- Training providers
- IT service providers
- Regulatory bodies where required by law

We only share volunteer information where it is lawful, necessary and proportionate to do so, and only with organisations that have a legitimate need to receive it. We will not share volunteer information for marketing purposes.

7.1 International Transfers

Some cloud-based systems used by the school may process personal information outside the United Kingdom. Where this occurs, we ensure appropriate safeguards are in place in accordance with UK GDPR, including adequacy regulations or approved international transfer mechanisms.

8. Your Rights

Under UK data protection law, you have rights including:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure in certain circumstances
- The right to restrict processing
- The right to object
- Rights relating to automated decision making and profiling
- The right to withdraw consent where consent is the lawful basis for processing

To exercise any of these rights, please contact the school.

Some rights are not absolute and may be limited where exemptions under UK GDPR or the Data Protection Act 2018 apply.

9. Complaints

We take concerns about the use of personal information seriously.

If you have concerns about how your information is being used, please contact the school in the first instance.

You also have the right to complain to the Information Commissioner's Office (ICO):

Report a concern online at www.ico.org.uk
Telephone: 0303 123 1113

Or write to:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

10. Contact Us

Our Data Protection Officer is:

Gerard Strong
West Berkshire Council Education Services
West Street House
West Street
Newbury
RG14 1BD

Email: Gerard.Strong1@westberks.gov.uk

However, our Data Protection Lead has day-to-day responsibility for data protection matters within the school.

Emma Kirkby
Calcot Infants and Junior Schools
Curtis Road
Calcot
Reading
RG31 4XG

Tel: 0118 942 8727

Further information about how the school protects personal information can be found in the school's Data Protection Policy, available from the school office or website.

This privacy notice will be reviewed periodically to ensure it remains accurate and reflects changes in legislation, statutory guidance and school practice.