

Holy Family Catholic Primary School

Privacy Notice for Volunteers



We live, love and learn together in the light of God by...

Praying together

Learning together

Playing together

And

Respecting each other

Approved by: Linda Mockler

Date: 11th December 2025

Next review due by: December 2026

Privacy notice – how the school uses volunteers' information

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – name, phone number, address and email.
- Characteristics information – date of birth.
- Employment information – previous work/placement experience.
- Orders/ Restrictions working with children and Specified & Statutory Offences

This list is not exhaustive – to access the current list of categories of information the school processes, please see the school's Data Protection Policy, which can be found on the school website.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To enable the development of a comprehensive picture of the volunteer workforce and how it is deployed
- To manage how we deploy our volunteer workforce
- To keep pupils safe

Under the UK General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of safeguarding checks in accordance with the legal basis of legal obligation.

How do we collect your information?

We collect your personal information via the following methods:

- Volunteer application forms and the Confidential Declaration Form.

Volunteers' data is essential for the school's operational use. Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice in this.

How do we store your information?

Your personal information is retained in line with the school's Data Protection policy, which can be found <https://www.holyfam.bham.sch.uk/wp-content/uploads/2022/08/policy-dataprot.pdf>

For more information about how we securely store your information, please see the school's Cyber Security Policy, which can be found [Policies and Documents | Holy Family Catholic Primary School](#).

Who do we share your information with?

We do not routinely share volunteer information with any outside agencies.

What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information we hold about you, please contact DPO.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns>.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the DPO.

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. We recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on 11th December 2025.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact Kerri Yoxall at enquiry@holyfam.bham.sch.uk

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, Holy Family Catholic Primary School | Official web for Holy Family Catholic Primary School, Small Heath, Birmingham, B10 0HT, the Gov.UK website <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>,

Declaration

I, name of volunteer, declare that I understand:

- The categories of my personal information the school collects and uses.
- The school has a lawful basis for collecting and using my personal information.
- The school may share my information with the stated organisations.
- The school will not share information about me with anyone without my consent, unless the law and our policies allow us to do so.
- My information is retained in line with the school's Data Protection Policy.
- My rights to the processing of my personal information.

Name of volunteer:

Signature of volunteer:

Date:

For school use only

Date privacy notice last updated:

11th December 2025