

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	References	Date of Birth	Pre-employment check information				
	Yes	Yes	Yes	Yes				
Who will be using your Personal Data?	Who is the Data Controller ?		Roding Valley High School					
	Who is the Data Controller's Data Protection Officer ?		Lauri Almond (Essex County Council).					
	Are there any Data Processors ?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>		
What will it be used for and what gives us the right to ask for it and use it?	Who are they?		SIMS – MIS system Essex HR, Legal Services contracted by the school.					
	The Purpose (s):		Engagement as Volunteer					
The Legal Condition (s):		<ul style="list-style-type: none"> Legal Obligation 						
Who else might we share your data with?		Other Education Providers (eg HR, Legal), Regulatory Bodies, (prospective employers (references)).						
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?		NO						
How long will your data be kept?	When will it stop being used?		Termination of engagement ¹					
	How long after this will it be deleted?		Termination of engagement ¹					
		¹ Subject to exceptions – please refer to the school's Retention Schedule						
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 type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:		Education law					
	This is what could happen if you refused to let us use your data for this purpose:		Unable to engage/continue to engage					
As you are not giving your data directly to us:	This is who is giving us your personal data:		Previous employer, DBS service, NCTL.					
	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		Basic Demographics, e.g. name, address, Date of Birth, references from previous employers, engagement suitability/safeguarding checks, prohibition and qualifications checks					

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	Essex County Council. County Hall. Chelmsford. CM1 1QH
Email	DPO@essex.gov.uk
Phone Number	03330322970
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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