

VOLUNTEERS PRIVACY NOTICE



Botley C of E Primary School will:

- collect personal information about you in order to recruit and manage our volunteers. The personal information being collected is any personal data, special category data and criminal offence data contained in your application and DBS certificate notification we receive.
- use your personal information to process your application which will include carrying out a DBS check.
- use your contact details to contact you in relation to voluntary activities and matters such as training or meetings.
- ask you to provide emergency contact details which will be used in case of emergency.
- share your personal information with Hampshire County Council to carry out a DBS check.
- keep your personal information stored securely.
- retain your personal information until 6 months from the date you finish volunteering (for parents volunteering sporadically during their child's time at Botley, this will be held until their child leaves the school).

You can contact Botley C of E Primary School's Data Protection Officer at:
adminoffice@botley.hants.sch.uk or **01489 782308**.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>