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GLUSBURN COMMUNITY PRIMARY AND NURSERY SCHOOL

Privacy Notice Volunteers

Glusburn Community Primary School

1st September 2026

This notice covers people applying to volunteer, current volunteers and former volunteers, including adults helping with reading, classroom activities, clubs, events or visits. It explains how we assess suitability and manage volunteering safely.

Information we collect

We hold names, contact and emergency contact details, application information, relevant skills and experience, references, availability, placement and attendance details, training records, signed agreements and relevant expense claims. Where the role requires it, we hold identity and suitability checks, DBS check information, safeguarding records and health or accessibility information needed to support you safely.

Where information comes from

Information comes from you, referees, school staff, placement organisations and relevant checking authorities, including DBS where a check is appropriate and legally available. We explain any additional checks at the time they are undertaken.

Why we use information and our lawful bases

We use information to assess applications, choose appropriate activities and supervision, check suitability, protect children, arrange placements and training, contact you in emergencies, make adjustments, manage expenses and investigate concerns.

We rely on public task under Article 6(1)(e) for organising volunteering that supports school education and on legal obligation under Article 6(1)(c) for relevant safeguarding and health and safety duties, including the Education Act 2002 and Health and Safety at Work etc Act 1974. Consent under Article 6(1)(a) may apply to optional publicity photographs. Signing a volunteer agreement does not make consent the basis for safeguarding checks.

Sensitive information

Health, disability, ethnicity, religion and other special category information require an additional Article 9 condition. Where applicable, we use Article 9(2)(g), substantial public interest, with a relevant Data Protection Act 2018 Schedule 1 condition, such as statutory purposes, equality monitoring or safeguarding children and individuals at risk. Each condition applies only where its requirements are met. Explicit consent under Article 9(2)(a) may apply to a genuinely optional use. Criminal offence information, including relevant safeguarding or DBS information, requires Article 10 authority and an applicable domestic law condition.



What you need to provide

Required suitability and safeguarding information is necessary to assess or permit volunteering in the relevant role. Without it, we may be unable to offer that role or may need different supervision. Other information, such as optional publicity permission, is voluntary. We explain which checks and fields are required, why and the consequences of not providing them.

Who receives information

Relevant information may be shared with authorised staff, North Yorkshire Council, DBS and checking services, referees, placement or volunteering organisations, safeguarding agencies, police, insurers, advisers and providers of IT, training and expenses services. We share only what is needed for their role.

How long we keep information

Application, placement, training and expense records have separate retention periods. We retain current contact and availability information while needed for your volunteering. Safeguarding concerns and allegations may need much longer retention. Full DBS certificate copies are not routinely needed; any exceptional retention is limited and separate from the check outcome record.

We securely delete or anonymise records when their retention period ends, unless a lawful reason requires longer retention, such as an active investigation or legal claim. We can explain the period that applies to a particular record.

Security and overseas processing

We use access controls, staff training and appropriate security measures for paper and electronic records. Service providers processing information for us must have suitable contracts and safeguards.

Your information rights

You can ask to see your personal information and obtain a copy, correct inaccurate or incomplete information, and, in certain circumstances, have information erased or its use restricted. Data portability applies to information you supplied that we process automatically on the basis of consent or a contract. Rights depend on the circumstances and legal exemptions may apply.

Your right to object

You have the right to object to processing based on a public task, for reasons relating to your situation. Contact the school office or our Data Protection Officer. We must consider your objection and explain any lawful grounds for continuing.

Where we rely on consent, you can withdraw it at any time using the same route you used to give it, or by contacting the school office. Withdrawal does not affect processing that was lawful before withdrawal. Requests may be made verbally or in writing. We may need to check identity and authority. We normally respond within one month; lawful extensions or pauses may apply, which we will explain. Requests are normally free.

Questions and complaints

Contact the school office or Data Protection Officer if you have a concern. We will acknowledge a data protection complaint within 30 days, investigate without undue delay and keep you informed of the outcome. You can also complain to the Information Commissioner's Office at ico.org.uk/make-a-complaint or on 0303 123 1113, or write to ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Who is responsible and how to contact us

Glusburn Community Primary School is the controller for the personal information covered by this notice. Write to the school office at Colne Road, Glusburn, BD20 8PJ, email admin@glusburn.n-yorks.sch.uk or telephone 01535 632145.

Our Data Protection Officer is the Schools Data Protection Officer, Veritau Ltd, County Hall, Racecourse Lane, Northallerton, DL7 8AL. Email schoolsDPO@veritau.co.uk or telephone 01609 532526. Please include the school name in correspondence.

We review this notice annually and when our use of information changes materially. We will make the updated notice available and explain significant changes.