

Privacy Notice: Volunteers, Pupils and Parents/Guardians

What information we collect and hold

Personal information that we may collect and hold includes but is not restricted to: contact details, date of birth, attendance, record of achievement, any special needs and relevant medical information, or professional qualifications. Information relating to parents and/or guardians may include contact details and job details.

We may use photographs, videos or voice recordings of volunteers, pupils and parents/guardians in our publications, and on our website and social media sites, for marketing and promotional purposes.

Why we collect and use this information

We commonly use personal data to

- support and monitor our activities
- provide appropriate pastoral care
- ensure we are providing a safe and secure environment
- monitor progress and needs of volunteers, pupils, parents/guardians and conduct competency assessments.
- for legal and management purposes and to enable DPSS to meet its legal obligations as an employer, for example to monitor staff performance
- safeguarding and promoting the welfare of volunteers and pupils
- maintain open lines of communication between parents/guardians and the organisation for matters including but not exclusive to absences, medical needs and upcoming events
- protect and promote our interests and objectives - this includes fundraising and marketing activities. However, we will not use personal data for direct marketing purposes if you ask us not to.

The lawful basis on which we use this information

We collect and use information in accordance with the GDPR. Most commonly, we process data where we need to comply with a legal obligation and/or we need it to perform an official task in the public

interest. We may also process personal data in situations where we have obtained consent to use it in a certain way, we need to protect the individual's vital interests (or someone else's interests) and, where necessary, for the purposes of the legitimate interests pursued by DPSS, except where interests are overridden by fundamental rights and freedoms which require the protection of personal data. Special categories of personal data are processed where necessary for carrying out the obligations of DPSS and for providing appropriate safeguards. Some of the reasons above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

Where you have provided us with consent to use your data, you may withdraw this consent at any time.

Collecting information

We acquire personal data through volunteers, pupils, parents/guardians via correspondence and forms, and during discussions with post holders. We may receive information on volunteers and pupils from third parties such as a previous organisations. This includes third parties abroad for background checks for new joiners to DPSS.

Participation and membership of DPSS is voluntary and whilst the majority of information provided to us is mandatory in order to participate and volunteer with the organisation, we will inform you if you have a choice with regards to providing certain information to us. We may use information about parents/guardians in connection with fundraising and promoting our interests.

Sharing information

We do not share information about volunteers, pupils, parents/guardians without consent unless the law and/or our policies allow us to do so.

We may share personal data where doing so complies with the GDPR. For example, we may

- disclose information where this is required to comply with our reporting obligations or for safeguarding reasons
- disclose details of a volunteer or pupil's medical condition where it is in their interests to do so, for example for medical advice, insurance purposes or to organisers of events and trips

- share information about volunteers, pupils, parents/guardians with our solicitors or other professional advisors (eg, in order to obtain legal advice)

We may share information about a pupil with their parents/guardians where permitted by the GDPR, e.g. information about achievement, behaviour and progress.

Storing data

We retain volunteers, pupils, parents/guardian's data in accordance with our retention guidelines.

Requesting access to your personal data

Under data protection legislation, volunteers, pupils, parents/guardians have the right to make a 'subject access request' to gain access to personal information DPSS holds about them. Parents/guardians can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. Parents also have the right to make a subject access request with respect to any personal data DPSS holds about them.

If you would like to make a request, please contact us at plszkoladerby@gmail.com

Other rights

Unless subject to exemption under GDPR you also have the right to:

- object to the processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of data protection regulations

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact us at

plszkoladerby@gmail.com Alternatively, you can make a complaint to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact us at plszkoladerby@gmail.com If you have any concerns, we request that you raise your concern with us in the first instance.

We may make changes to this Notice from time to time as our organisational practices and/or applicable laws change. We will not make any use of your personal information that is inconsistent with the original purpose(s) for which it was collected or obtained (if we intend to do so, we will notify you in advance wherever possible) or otherwise than is permitted by data protection laws.