



THE COLNE

COMMUNITY SCHOOL & COLLEGE

Privacy Notice – School 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?	Personal data of volunteers who support the school			
What personal data do we need from you?	<ul style="list-style-type: none"> Name Address Date of birth Telephone Email Official identity documentation 			
Who will be using your Personal Data?	Who is the Data Controller ?	The Colne Community School and College		
	Who is the Data Controller's Data Protection Officer ?	Lauri Almond (Essex County Council)		
	Are there any Data Processors ?	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Who are they?			
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s) :	Engagement as a Volunteer		
	The Legal Condition(s) :	Consent		
	You may withdraw your consent at any time by contacting us			
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?	For the period of volunteering		
	How long after this will it be deleted?	End of volunteering + 1 year		

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 checked="" type="checkbox"/>
	Restrict	<input checked="" type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input checked="" type="checkbox"/>	Automate	<input type="checkbox"/>
We will make automated decisions or profile you based on your data	How will this be done?				NA			
	What will happen as a result of the decisions?				NA			
As you are giving your data directly to us:	This is the reason why we are allowed to ask for it and use it:				We only process this data with your consent which you are free to withdraw at any time (unless statutory requirements)			
	This is what could happen if you refused to let us use your data for this purpose:				We could not accept you as a volunteer at the school			
As you are not giving your data directly to us:	This is who is giving us your personal data:				NA			
	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				NA			
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							