

ST WILLIAM OF YORK



Catholic Primary School
Brockley Park, Forest Hill, SE23 1PS

Privacy Notice Volunteers

SWOY MISSION

The purpose of St William of York Primary School is to educate children in an atmosphere of Christian love.

We respect and rejoice in the uniqueness of each child, and aim to make learning a happy and positive experience for everyone in our community.



Policy Review

Policy Reviewed On	February 2026	Signed:	<i>H Mayers</i>
Governing Body Ratification	February 2026	Signed:	Governors (FPHS)
Next Review Date	February 2027		

GDPR Privacy Notice for Volunteers

1. Introduction

This policy outlines how St William of York Catholic Primary School collects, processes, stores, and protects personal data relating to volunteers, in accordance with the General Data Protection Regulation (GDPR) and guidance from the Information Commissioner's Office (ICO). It is designed to ensure transparency, compliance, and the safeguarding of individual privacy rights.

2. Scope

This notice applies to all volunteers engaged at St William of York Catholic Primary School including those participating in school activities, events, and programmes.

3. Roles and Responsibilities

Data Controller: St William of York Catholic Primary School is the Data Controller and determines the purposes and means of processing personal data.

Data Protection Officer (DPO): Responsible for overseeing data protection strategy and implementation.

Third-Party Processors: Where necessary, third parties may process volunteer data under strict contractual obligations to ensure GDPR compliance.

4. Legal Basis for Processing

St William of York Catholic Primary School processes volunteer data under the following legal bases:

- **Legal Obligation:** To meet statutory requirements (e.g., safeguarding, DBS checks).
- **Legitimate Interest:** To ensure the safety and effective operation of school activities.
- **Consent:** Where explicit consent is required, volunteers have the right to withdraw consent at any time.

5. Purposes of Data Processing

Personal data is processed for:

- Safeguarding and child protection
- DBS checks and Single Central Record maintenance
- Communication and contact purposes
- Compliance with employment and childcare law

6. Categories of Personal Data Collected

The following data may be collected:

- Full name and title
- Address
- Contact information (email, phone)
- Experience and qualifications
- DBS documentation (three forms of identification)

7. Data Collection from Third Parties

Data is primarily collected directly from volunteers.

Where required by law (e.g., DBS checks), data may be obtained from third parties such as previous employers or educational institutions, with the volunteer's consent.

8. Data Sharing

Data will not be shared with third parties without the volunteer's consent, unless required by law (e.g., Local Authority, safeguarding agencies).

All third-party processors are contractually bound to comply with GDPR.

9. Data Retention

Data is kept only as long as necessary for the purposes outlined and securely disposed of when no longer required.

10. Data Subject Rights

Volunteers have the right to:

- Access their personal data
- Request rectification or erasure of data
- Restrict or object to processing
- Data portability
- Withdraw consent (where applicable)
- Lodge complaints with the ICO (<https://ico.org.uk> or helpline: 0303 123 1113)

11. Further Information

For more details on how your data is managed, please refer to our GDPR Policy and Records Management Policy available on the school website, or contact the Data Protection Officer.

12. Declaration

I, the undersigned, acknowledge that I have read and understood this GDPR Privacy Notice for Volunteers and agree to the processing of my personal data as outlined.

Name of Volunteer |

Signature |

Date |