



The Beacon

Church of England (V.A.) Primary & Pre-School *Living life in all its fullness (John 10:10)*

Reviewed by the Resources Committee	18th September 2025
Adopted by the Full Governing Board	22nd September 2025
Review date	September 2028

Privacy notice – how the school uses Volunteer’s information

What categories of information are processed?

The categories of personal information that we process include the following:

- **Personal identifiers and contacts** – e.g. name, unique pupil number, contact details and address
- **Characteristics** – e.g. ethnicity, language and eligibility for free school meals, whether the child has a parent serving in the Armed Forces
- **Employment information** – eg employment history, employment checks

This list is not exhaustive – to access the current list of categories of information the school processes, please see the school’s Data Asset Register, which can be accessed via the Admin Team, DPO or Headteacher, and our Data Protection Policy on the policies page of our website.

Why do we collect and use your information?

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:

- To enable the development of a comprehensive picture of the volunteer workforce and how it is deployed
- To manage how we deploy our volunteer workforce
- To assess the quality of our services
- To keep pupils safe
- To protect pupils’ wellbeing
- To meet the statutory duties placed on us for government data collections
- To respond to complaints, resolutions and discipline investigations

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis/bases we rely on for processing pupil information are:

- Article 6 (GDPR) condition: processing is necessary for compliance with a legal obligation to which the data controller is subject; and
- Article 9 (GDPR) condition: for substantial public interest on a legal basis; and
- The Education Act 1996; and
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.



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How do we collect your information?

We collect your personal information via the following methods:

- Application forms

Volunteers' data is essential for the school's operational use. Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice in this.

How do we store your information?

We hold your personal information securely for the set amount of time shown in the school's Data Protection Policy. For more information about how we keep your information safe, please see the school's Data Protection Policy, which can be found on the policies page of our [website](#).

Who do we share your information with?

We routinely share your information with:

- The local authority (LA)
- The Department for Education (DfE)
- our regulators (OFSTED & SIAMS)
- IT service providers to enable pupil access to learning services

Why do we share your information?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

- **Local Authority** We are required to share information about our workforce members with our Local Authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- **Department for Education (DfE)** - We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment of educational attainment.

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework,, which can be found by following this link: <https://www.gov.uk/government/publications/security-policy-framework>

What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.



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- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information that we hold about you, please contact Mrs Amanda Pow (DPO) using the school's admin@beacon-ce-primary.devon.sch.uk address.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns>. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the DPO, Mrs Amanda Pow using the school's admin@beacon-ce-primary.devon.sch.uk address.

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact Mrs Amanda Pow through our school office, admin@beacon-ce-primary.devon.sch.uk

If you require further information about how we and/or the DfE store and use your personal data, please visit our website to download our Data Protection policy, contact the DfE directly via their website (<https://form.education.gov.uk>)



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Declaration

I, **name of volunteer**, declare that I understand:

- The categories of my personal information **name of school** collects and uses.
- **Name of school** has a lawful basis for collecting and using my personal information.
- **Name of school** may share my information with the DfE, LA and other stated organisations.
- **Name of school** does not share information about me with anyone without my consent, unless the law and our policies allow them to do so.
- My information is retained in line with **name of school's Records Management Policy**.
- My rights to the processing of my personal information.

Name:

Signature:

Date:

For school use only

Date privacy notice last updated:
