Volunteers
Privacy Notice

Date Approved	Committee responsible for review of policy	Next Review Date	Policy on Website	Statutory Policy
May 2025	FGB	May 2026	Yes	Yes

Headteacher: Mrs Emma Humphrey

PRIVACY NOTICE

Anstey Junior School collects personal information about you in order to recruit and manage our volunteers. The personal information being collected is any personal data, special category data [and criminal offence data*] contained in your application to be a volunteer, any references [and DBS certificate*] we receive.

Anstey Junior School will use your personal information to process your application [which will include carrying out a DBS check*].

If your application is successful, Anstey Junior School will use your contact details to contact you in relation to voluntary activities and matters such as training or meetings.

If your application is successful, Anstey Junior School will ask you to provide emergency contact details which will be used in case of emergency.

The legal basis for Anstey Junior School use of your personal data is that it is necessary to comply with a legal obligation.

The legal basis Anstey Junior School's use of your special category data [and any criminal offence data*] is that is necessary for reasons of substantial public interest.

Anstey Junior School will share your personal information with Hampshire County Council to carry out a DBS check.

Anstey Junior School will keep your personal information stored securely.

If your application is successful your personal information will be retained until 6 months from the date you finish volunteering.

If your application is unsuccessful, Anstey Junior School will retain your personal information for 6 months after the date you were notified of the decision.

You have some legal rights in respect of the personal information we collect from you. Please see our website page: https://anstey-junior-school.secure-primarysite.net/policies/ for further details

You can contact Anstey Junior School's Data Protection Officer at: school.office@anstey-junior.hants.sch.uk or calling 01420 84486.
If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/

*. *Will only apply where there is a legal requirement to carry out a DBS check.*