

CHALK RIDGE PRIMARY SCHOOL



Last reviewed January 2025

Next review – January 2026

Headteacher: Miss Sue Jackson

This is a School Policy.

Privacy Notice for Volunteers

Chalk Ridge Primary 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, any references and DBS certificate we receive.

Chalk Ridge Primary will use your personal information to process your application which will include carrying out a DBS check.

If your application is successful, **Chalk Ridge Primary** 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, **Chalk Ridge Primary** will ask you to provide emergency contact details which will be used in case of emergency.

The legal basis for **Chalk Ridge Primary's** use of your personal data is that it is necessary **to comply with legal obligations**.

The legal basis for **Chalk Ridge Primary's** use of your special category data and any criminal offence data is that it is necessary **to comply with legal obligations**.

Chalk Ridge Primary will share your personal information with the relevant organisations to carry out a DBS check.

Chalk Ridge Primary 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, **Chalk Ridge Primary** 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: [Policies - Chalk Ridge Primary School - School Websites](#) for further details.

You can contact **Chalk Ridge Primary's** Data Protection Officer at adminoffice@chalkrdigepri.hants.sch.uk or 01256 461733.

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/>.