



Privacy Notice – Volunteer

We respect your privacy and are committed to complying with privacy legislation. This privacy notice is to be read in conjunction with the overall privacy statement held under www.gepacademies.com/dataprivacy.

What is the service being provided?	Engagement of volunteers of GEP Academies Volunteering and work experience. Please see separate privacy notice regarding governance.							
What personal data do we need from you?	<ul style="list-style-type: none"> • Attendance/absence information • Contact/home information e.g. address, mobile, personal email • Driving certificate, insurance & car information • Financial information e.g. NI number, bank details • Health and medical information • Identifiers e.g. name, date of birth, gender, photo • Next of kin/emergency contacts • Performance information incl. investigations • Previous, current and future education/career • Qualifications, accreditations, awards, professional membership/development • Recruitment information, safeguarding clearances, including convictions 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.							
Who will be using your Personal Data?	Who is the Data Controller?	GEP Academies Staff, governors/trustees in schools/business units across GEP Academies.						
	How can you contact the Data Protection Officer?	DPO@gepacademies.com						
	Are there any Data Processors?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>			
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s):	<ul style="list-style-type: none"> • Admin/IT system providers e.g. Microsoft, PS Financials • Photographers • Professional development service providers • Safeguarding service providers 						
	The Lawful Basis:	<ul style="list-style-type: none"> • To enhance education provision, inclusion and recreation. • To help develop skills of volunteers. • Public Interest • Employment, Social Security, Social Protection 						
Who else might we share your data with?	<ul style="list-style-type: none"> • Business associates/partners • Curriculum software providers • Current/future/prospective employers/education/training providers • Next of kin/emergency contact • Police forces and courts 							
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 after use will this data be deleted?	As per GEP Data Retention Procedure						
Our use of the data will be subject to your legal rights (if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>
As you are giving us your data directly to us:	This is the reason why we are allowed to ask for it and use it:	Safeguarding						
	This is what could happen if you refused to let us use your data for this purpose:	Not applicable; unable to engage/continue to engage individual.						
As you are not giving your data	This is who is giving us your personal data:	<ul style="list-style-type: none"> • Current/previous educational establishment/employer • Department for Education (DfE) 						



directly to us in all circumstances:		<ul style="list-style-type: none"> •Next of kin/emergency contact •Safeguarding service provider DBS service 			
	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	<ul style="list-style-type: none"> •Attendance/absence information •Health and medical information •Identifiers e.g. name, date of birth, gender •Performance information incl. assessments and investigations •Previous, current and future education/career •Qualifications, accreditations, awards, professional membership/development •Recruitment information, safeguarding clearances, including convictions •Reference information from employment/education 			

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:

Email	DPO@gepacademies.com
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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

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Version Control

Date	Version	Updated By	Comments
24/05/18	1.0	COO	GDPR/DPA2018 Compliance; effective 25/05/18