



St. Bernard's RC Primary School **Privacy Notice – volunteers 2025**

How we use Volunteer personal information in our school

St Bernard's RC Primary School is the data controller for volunteer information.

The categories of volunteer information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- volunteer details (such as role, start and end dates and volunteer ID)

Why we collect and use volunteer information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

- We collect and use volunteer information, for the following purposes:
- to meet the statutory duties placed upon us
- Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:
- for the purpose a) named above in accordance with the legal basis of Legal Obligation

Collecting volunteer information

Volunteer data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with 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.

Storing volunteer information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please speak to the Head Teacher or Business Manager.

Who we share volunteer information with

We routinely share this information with:

- Disclosure and Barring Service

We may also share information with Schoolcomms and Bromcom, and Sign In Visitor Management for visitor and fire evacuation management as data processors relating to school. These organisations are registered as data processors with the Information Commissioner's Office. St Bernard's RC Primary School remains the data controller and personal information will only be used for contacting staff or managing fire evacuation procedures.

Why we share volunteer information

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

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information please contact the Head Teacher or Business Manager

Under certain circumstances you also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance; or with our Data Protection Officer

Veritau's contact details are:

Schools DPO Service
Veritau
West Offices
Station Rise
York
North Yorkshire
YO1 6GA
schoolsdpo@veritau.co.uk // 01904 554025



If you would like to discuss anything in this privacy notice, please contact:

St Bernard's RC Primary School, Wendover Drive, Ladybridge, Bolton, BL3 4RX.

Telephone: 01204 652147

Email: office@st-bernards.bolton.sch.uk

Version control	
November 2025	Notice approved