

Privacy Notice: Volunteers



Volunteers Privacy Notice

To ensure the safety of our pupils and staff, we ask volunteers to sign in on arrival. The following information is collected via our Inentry signing in system (where relevant):

- Name
- Car registration/make/model
- Who they are visiting/purpose of visit
- Date/time of arrival
- Date/time of departure
- Digital image of visitor for identity badge

The school is the data controller for this information and Inentry is the data processor that supports the collection of this information. The legal basis for the processing of this information is Public Interest Task.

Personal information is not shared unless the school is required to by law or where it is necessary to protect others. Information is processed and stored in the UK. This information will be retained for a minimum of 7 years from the date of visit.

We also require information such as name, contact details and vetting and relationship information prior to volunteering at the school. The legal basis for collecting this information is consent and legal obligation. This information will be kept whilst you are volunteering at the school and be retained for one year after your last support activity.

Please see the school's main privacy notice for further information regarding your rights in relation to the use of personal information.