

## Privacy Notice

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.

|   |   |  |                                     |                                     |                          |                                     |                          |                                     |
|---|---|--|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|
| What is the service being provided?   | Personal data of volunteers who support the school  |  |                                     |                                     |                          |                                     |                          |                                     |
| What personal data do we need from you?   | <ul style="list-style-type: none"> <li>Name</li> <li>Address</li> <li>Telephone</li> <li>Email</li> </ul> |  |                                     |                                     |                          |                                     |                          |                                     |
| Who will be using your Personal Data?   | Who is the <a href="#">Data Controller</a> ?  | Limes Farm Junior School                                   |                                     |                                     |                          |                                     |                          |                                     |
|   | Who is the Data Controller's <a href="#">Data Protection Officer</a> ?                                    | As per other privacy notices you have already completed    |                                     |                                     |                          |                                     |                          |                                     |
|   | Are there any <a href="#">Data Processors</a> ?   | Yes  | <input checked="" type="checkbox"/> | No                                  | <input type="checkbox"/> |                                     |                          |                                     |
|   | Who are they?   | Single Central Record                                      |                                     |                                     |                          |                                     |                          |                                     |
| What will it be used for and what gives us the right to ask for it and use it?  | <a href="#">The Purpose(s)</a> :  | Key element in safe recruiting and safeguarding in schools |                                     |                                     |                          |                                     |                          |                                     |
|   | The <a href="#">Legal Condition(s)</a> :  | Consent<br>Legal Conditions                                |                                     |                                     |                          |                                     |                          |                                     |
|   | <b>You may withdraw your consent at any time by contacting us</b>   |  |                                     |                                     |                          |                                     |                          |                                     |
| Who else might we share your data with?   | Education providers, Local Authority, Gov. Dept. and Governance   |  |                                     |                                     |                          |                                     |                          |                                     |
| Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent</a> Privacy Law protections? | Single Central Record- in house   |  |                                     |                                     |                          |                                     |                          |                                     |
| How long will your data be kept?  | When will it stop being used?   | Until Set project or event ends                            |                                     |                                     |                          |                                     |                          |                                     |
|   | How long after this will it be deleted?   | Up to 6 months   |                                     |                                     |                          |                                     |                          |                                     |
| Our use of the data will be subject to your legal rights (marked if applicable):  | <a href="#">Inform</a>  | <input checked="" type="checkbox"/>                        | <a href="#">Access</a>              | <input checked="" type="checkbox"/> | <a href="#">Rectify</a>  | <input checked="" type="checkbox"/> | <a href="#">Erase</a>    | <input checked="" type="checkbox"/> |
|   | <a href="#">Restrict</a>  | <input checked="" type="checkbox"/>                        | <a href="#">Portable</a>            | <input type="checkbox"/>            | <a href="#">Object</a>   | <input checked="" type="checkbox"/> | <a href="#">Automate</a> | <input type="checkbox"/>            |
| We will make automated decisions or profile you based on your data  | How will this be done?  | NA   |                                     |                                     |                          |                                     |                          |                                     |
|   | What will happen as a result of the decisions?  | NA   |                                     |                                     |                          |                                     |                          |                                     |

|  |  |  |                          |    |                                     |
|--|--|--|--------------------------|----|-------------------------------------|
| As you are giving your data directly to us:  | This is the reason why we are allowed to ask for it and use it:                            | We only process this data with your consent which you are free to withdraw at any time (unless statutory requirements) |                          |    |                                     |
|  | This is what could happen if you refused to let us use your data for this purpose:         | We could not accept you as a volunteer at the school   |                          |    |                                     |
| As you are not giving your data directly to us:  | This is who is giving us your personal data:   | If you ever get data for other sources, please note them here by agency category                                       |                          |    |                                     |
|  | 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                                | NA   |                          |    |                                     |
| <b>Visit the following links for more information about Privacy Law, our obligations and your Rights:</b>  |  |  |                          |    |                                     |
| <a href="#">The ICO Guide to the General Data Protection Regulations 2016</a><br><a href="#">The General Data Protection Regulations 2016</a>                            |  |  |                          |    |                                     |
| <b>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:</b> |  |  |                          |    |                                     |
| Postal Address   | Limes Avenue<br>Chigwell<br>Essex IG7 5LP  |  |                          |    |                                     |
| Email  | admin@limesfarm-jun.essex.sch.uk   |  |                          |    |                                     |
| Phone Number   | 02085007566  |  |                          |    |                                     |
| <b>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:</b>                              |  |  |                          |    |                                     |
| Postal Address   | Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF |  |                          |    |                                     |
| Online Form  | <a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>  |  |                          |    |                                     |
| Phone Number   | 0303 123 1113  |  |                          |    |                                     |