



Chalkwell Hall Infant Schools Privacy Notice

How we use volunteer/student information

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, Chalkwell Hall Infant School, London Road, Leigh on Sea, Essex, SS9 3NL, are the 'data controller' for the purpose of data protection law.

Our data protection officer is Kerrie Lawton.

The personal data we hold:

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Copy of driving licence
- Copy of passport
- Utility bills, bank statements (ID used for DBS checks)
- Photographs
- CCTV footage

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions

Why we collect and use this information

The purpose of processing this data is to help us run the school, including to:

- Facilitate safer recruitment, as part of our safeguarding obligations towards pupils

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- Comply with a legal obligation

Sometimes, we may also use your personal information where:

- You have given us consent to use in a certain way

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which justify the school's use of your data.

Complaints

We take any complaints about or collection and use of personal information seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5A

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy policy notice, please contact Kerrie Lawton, Data Protection Officer at education@chalkwellhall-inf.southend.sch.uk or on 01702 478533.