



PRIVACY NOTICE – FOR APPLICATION FORM

Waterside Primary School collects personal information about you in order to recruit and manage our volunteers. The personal information being collected is any personal data, special category data [and criminal offence data*] contained in your application, any references [and DBS certificate*] we receive.

Waterside Primary School will use your personal information to process your application [which will include carrying out a DBS check*].

If your application is successful, Waterside Primary School will use your contact details to contact you in relation to voluntary activities and matters such as training or meetings.

If your application is successful, **Waterside Primary School** will ask you to provide emergency contact details which will be used in case of emergency.

The legal basis for **Waterside Primary's** use of your personal data is that it is necessary *FOR THE PERFORMANCE OF A TASK CARRIED OUT IN THE PUBLIC INTEREST or IT IS NECESSARY TO COMPLY WITH A LEGAL OBLIGATION.*

The legal basis for **Waterside Primary's** use of your special category data [and any criminal offence data*] is that is necessary *REASONS OF SUBSTANTIAL PUBLIC INTEREST.*

Waterside Primary School will share your personal information with the local authority to carry out a DBS check.*

Waterside Primary School will keep your personal information stored securely.

If your application is successful your personal information will be retained until 6 months from the date you finish volunteering..

If your application is unsuccessful, **Waterside Primary School** will retain your personal information for 6 months after the date you were notified of the decision.

You have some legal rights in respect of the personal information we collect from you. Please see our website page: www.waterside.hants.sch.uk for further details

You can contact **Waterside Primary School's** Data Protection Officer at K.Reeves@waterside.hants.sch.uk or 02380 842143

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**Please delete if not applicable. Will only apply where there is a legal requirement to carry out a DBS check.*