



PRIVACY NOTICE – APPLICATION FORM

Hawley Primary School collects personal information about you 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.

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

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

The legal basis for Hawley Primary School's use of your personal data is that it is necessary to comply with our legal obligations

The legal basis for Hawley Primary School's use of your special category data [and any criminal offence data*] is that is necessary for reasons of substantial public interest.

Hawley Primary School will share your personal information with the Disclosure and Barring Service online to carry out a DBS check. *

Hawley 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, Hawley 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: for further details

You can contact Hawley Primary School's Data Protection Officer on
01276 31048

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/>