



Christ the King College

Privacy Notice for School Volunteers

1. Introduction

- Christ the King College is dedicated to protecting the personal information of our valued volunteers. This notice explains how we collect, use, and share your data.
- We adhere to the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

2. Who we are

- Christ the King College is the data controller.
- Christ the King College, Wellington Road, Newport, Isle of Wight, PO30 5QT, Tel: 01983 537070

3. Information we collect

- Personal details: Name, address, contact information.
- Emergency contact details.
- DBS check information (if required).
- Relevant skills and experience.
- Availability and volunteering schedule.
- Any health information relevant to volunteering activities.

4. Why we collect your information

- To manage and coordinate volunteer activities.
- To ensure the safety and well-being of volunteers and students.
- To conduct necessary background checks.
- To communicate with volunteers.
- To comply with legal obligations, including safeguarding.

5. Legal basis for processing

- Legitimate interests (e.g., managing volunteer activities).
- Legal obligation (e.g., DBS checks).
- Consent (where applicable).

6. Who we share your information with

- Designated school staff.
- DBS checking service.
- Relevant authorities as required by law (e.g., in safeguarding cases).

7. How long we keep your information

- Data will be retained for the duration of your volunteering and for a reasonable period afterward, in accordance with our retention policy.
- DBS information will be retained as per DBS guidelines.

8. Your rights

- Right to access your information.
- Right to rectification of inaccurate information.
- Right to erasure (in certain circumstances).
- Right to restrict processing.
- Right to object to processing.
- Right to complain to the Information Commissioner's Office (ICO).

9. Data security

- We have security measures in place to protect your personal information.

10. Changes to this notice

- This notice may be updated periodically.

11. Contact us

- If you have any questions about this privacy notice or your rights, please contact the school.
admin@christthekingcollege.co.uk