Managing volunteers

The School has volunteers and people on work experience who come in to support our school activities and learn about what we do. We are required to collect some information about them, for example:

* Name and contact details
* Emergency Contacts
* Medical Information
* Vetting information – Disclosure and Barring Service
* Photograph (for visitor ID)

Our legal basis for collecting and using this information is consent, but where we collect vetting information this is on the basis of our Legal Obligation. Where we are using your information with your consent you can withdraw your consent at any time by contacting the school.

We will keep your information whilst you are volunteering at the school, and retain for one year after your last support activity.

We also use personal information to:

* Review how we support volunteers and people on work experience
* Check the quality of education delivery;
* To help with research and planning of new education initiatives.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please refer to our overarching privacy notice. Please also refer to our Privacy notice for visitors to school as this is also relevant to all volunteers in school.