

## Privacy Notice Template – Volunteer data

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	Personal data of volunteers who support the school							
What personal data do we need from you?	Name; address; telephone; email; vetting information							
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?	Chelmsford County High School for Girls						
	Who is the Data Controller's <a href="#">Data Protection Officer</a> ?	Lauri Almond (Essex County Council)						
	Are there any <a href="#">Data Processors</a> ?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>			
	Who are they?	Not applicable						
What will it be used for and what gives us the right to ask for it and use it?	<a href="#">The Purpose(s)</a> :	To provide volunteer services at the school						
	The <a href="#">Legal Condition(s)</a> :	Consent Legal Obligation						
	<b>You may withdraw your consent at any time by contacting us</b>							
Who else might we share your data with?	Not applicable							
Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent</a> Privacy Law protections?	NO							
How long will your data be kept?	When will it stop being used?	Once individual stops volunteering at the school						
	How long after this will it be deleted?	As above						
Our use of the data will be subject to your legal rights (marked if applicable):	<a href="#">Inform</a>	<input checked="" type="checkbox"/>	<a href="#">Access</a>	<input checked="" type="checkbox"/>	<a href="#">Rectify</a>	<input checked="" type="checkbox"/>	<a href="#">Erase</a>	<input checked="" type="checkbox"/>
	<a href="#">Restrict</a>	<input checked="" type="checkbox"/>	<a href="#">Portable</a>	<input type="checkbox"/>	<a href="#">Object</a>	<input checked="" type="checkbox"/>	<a href="#">Automate</a>	<input type="checkbox"/>
We will make automated decisions or profile you based on your data	How will this be done?	Not applicable						
	What will happen as a result of the decisions?	Not applicable						
As you are giving your data directly to us:	This is the reason why we are allowed to ask for it and use it:	We only process this data with your consent which you are free to withdraw at any time						
	This is what could happen if	We could not accept you as a						

	you refused to let us use your data for this purpose:	volunteer at the school		
As you are not giving your data directly to us:	This is who is giving us your personal data:	Not applicable		
	This is a source of personal data open to anyone	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
	These are the categories of personal data being given to us	Not applicable		
<b>Visit the following links for more information about Privacy Law, our obligations and your Rights:</b>				
<a href="#">The ICO Guide to the General Data Protection Regulations 2016</a> <a href="#">The General Data Protection Regulations 2016</a>				
<b>If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:</b>				
Postal Address	Essex County Council. County Hall. Chelmsford. CM1 1QH			
Email	<a href="mailto:DPO@essex.gov.uk">DPO@essex.gov.uk</a>			
Phone Number	03330322970			
<b>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:</b>				
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF			
Online Form	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>			
Phone Number	0303 123 1113			