# Cotford St Luke Primary School

Appreciate – Believe - Challenge

Bethell Mead
Cotford St Luke
Taunton
TA4 1HZ

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# Privacy Notice for Volunteers

We, Cotford St Luke Primary School are a Data Controller under the UK General Data Protection Regulation, which means that we need to provide you with information about how we use your personal data.

## What we collect

We hold personal data such as:

- full name & title
- address
- contact information / email
- experience
- Disclosure and Barring Service (DBS) checks
- any other relevant information you wish to provide to us
- CCTV images, if used on site

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## Why we use it

We use your data to:

- Fulfil our legal duties such as DBS checks and completing the Single Central Record
- Assess your suitability for a volunteer role

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## Legal basis

We process your data under:

- **UK GDPR Article 6(c)** – Legal obligation, to fulfil our statutory responsibilities
- **UK GDPR Article 6(e)** – Public task, to enable the running of the school
- **UK GDPR Article 9(g)** – Substantial public interest (for special category data)

## Collecting volunteer information

We collect your personal data through our interactions with you and your contact forms. This data is essential for the school's operational use. The majority of the information you provide is mandatory, but some may be requested on a voluntary basis. To comply with the law, we will inform you at the point of collection whether you are required to provide information or whether you have a choice.

## Storing volunteer information

We retain data only as long as necessary for legal, regulatory, and operational purposes. For more information, please request to see our data retention schedule.

## Who we share volunteer information with

We do not routinely share the personal data of our volunteers with any other party. However, under limited circumstances, we may share your data with relevant parties if the law allows us to do so.

All volunteers are reminded that the school is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education) to record or report incidents and concerns related to child safeguarding that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This may include file notes within the volunteer and safeguarding files, and in some cases referrals to relevant authorities such as the LADO or police. For further information about this, please view the School's Safeguarding Policy.

## International transfers

We do not routinely store or share personal data outside of the UK or EU/EEA. If data is stored outside these areas, we ensure safeguards like standard contractual clauses are in place.

## Requesting access to your personal data and your rights

You can request the following from the school:

- Access your data
- Correct or delete it
- Restrict or object to its use
- Request electronic transfer
- Complain if your data is misused

To exercise any of these rights, please contact the school or Data Protection Officer (details below).

## Contact us

For questions or data requests, contact the school or our Data Protection Officer at dposchools@somerset.gov.uk

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Last updated September 2026