



## AES – PRIVACY NOTICE

### VOLUNTEERS

**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?	<ul style="list-style-type: none"> <li>• Name, Address, Telephone Number, Email</li> <li>• Date of birth</li> <li>• Pre-employment check information</li> <li>• Biometric Data</li> <li>• Car details</li> </ul>							
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?		Anglo European School					
	Who is the Data Controller's <a href="#">Data Protection Officer</a> ?		Data Protection Officer, Essex County Council					
	Are there any <a href="#">Data Processors</a> ?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>		
	Who are they?		Capita, RM, HR, Legal Services contracted by the School, ParentPay, Live Register					
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 to the school					
	<a href="#">The 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?		Termination of engagement*					
	How long after this will it be deleted?		Termination of engagement* *subject to exceptions – please refer to the school's retention schedule					
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?		NA					
	What will happen as a result of the decisions?		NA					



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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 (unless statutory requirements)			
	This is what could happen if you refused to let us use your data for this purpose:	We could not accept you as a volunteer at the school			
As you are not giving your data directly to us:	This is who is giving us your personal data:	Previous employer, DBS service, NCTL			
	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	Basic demographics, eg. name, address, date of birth, references from previous employers, engagement suitability/safeguarding checks, prohibition and qualifications checks			
<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	InformationGovernanceSupport@essex.gov.uk				
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				

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