



Vigo Primary School

Opening a World of Learning and Opportunity

PRIVACY NOTICE – VOLUNTEERS

(GDPR – May 2026)

Vigo Primary School collects personal information about you in order to recruit and manage our volunteers. The personal information being collected includes any personal data, special category data and criminal offence data contained in your application, any references and DBS certificate we receive.

The School will use your personal information to process your application and DBS check (if role applicable).

If your application is successful, [the School will use your contact details to contact you in relation to voluntary activities (trips and visits, classroom support and volunteer reading, PTA) and matters such as training or meetings.

If your application is successful, the School will ask you to provide emergency contact details which will be used in case of emergency.

Our legal bases for processing volunteer information:

Under the UK General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing your personal data are:

- Where processing is necessary for the performance of a task carried out in the public interest or exercise of official authority vested in the Governing Body (e.g. education functions associated with running a school).

In addition, concerning any special category or criminal offence data:

- Where processing is necessary for reasons of substantial public interest (e.g. connected to the education functions associated with running a school)

Who we share volunteer information with

The School will share your personal data with:

- the Disclosure and Barring Service in order to carry out a DBS check

How long we keep your personal data

If your application is successful your personal information will be retained until 6 months from the date you finish volunteering. If your application is unsuccessful, the School will retain your personal information for 6 months after the date you were notified of the decision.

Your rights

You have some legal rights in respect of the personal information we collect from you. Please see our website page [Vigo Primary School - Data Protection](#) for further details

You can contact the School's Data Protection Officer at: adminoffice@vigo.hants.sch.uk / 01264 365166

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>