



PRIVACY NOTICE: VOLUNTEERS AND STUDENT TEACHERS

Portsmouth Primary School and Early Years

Sundridge Close, Cosham, Portsmouth, Hampshire PO6 3JL

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Headteacher: Mr A Vaghela

PRIVACY NOTICE

(How we use volunteer and student teacher information)

You have a legal right to be informed about how our school uses any personal information that we hold about you. This privacy notice explains how we collect, store, and use personal data about volunteers and student teachers.

We, Portsmouth Primary School and Early Years, are the 'data controller' for the purposes of data protection law.

Categories of information we collect, hold, and share

We collect and process the following categories of personal information about volunteers and student teachers:

- **Personal identifiers** (name, date of birth, contact details, address)
- **Identity and right to work information** (proof of identity, immigration status where applicable)
- **Safeguarding checks** (DBS certificate information, barred list checks, record of checks completed)
- **Volunteer activities** (details of volunteering at our school and other settings, frequency of volunteering)
- **Emergency contact information**
- **Medical information** (allergies, medical conditions, disabilities - where relevant for health and safety)
- **Risk assessments** (for volunteers not in regulated activity)
- **Training records** (safeguarding training, induction records)
- **Photographs** (including CCTV images when on school premises)

For student teachers specifically:

- **Placement information** (training provider details, course information, placement dates)
- **Qualifications** (teaching qualifications, subject specialism)
- **Performance information** (lesson observations, progress reports - shared with training provider)

This list is not exhaustive.

Why we collect and use volunteer and student teacher information

We collect and use this data to:

- Ensure safe recruitment and safeguarding compliance
- Determine whether a volunteer is in 'regulated activity' and requires an enhanced DBS check

- Assess suitability to work with children
- Manage and support volunteer and student teacher placements
- Provide appropriate induction and training
- Ensure health and safety compliance
- Maintain accurate records for safeguarding purposes
- Comply with statutory requirements under Keeping Children Safe in Education (KCSIE)
- Support student teachers' professional development (for student teachers)
- Facilitate communication in case of emergency

Lawful basis for processing

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing personal information are:

For volunteers:

- **Article 6(1)(f)** - processing is necessary for the purposes of the legitimate interests pursued by the controller (safeguarding children and ensuring safe recruitment)

For student teachers:

- **Article 6(1)(b)** - processing is necessary for the performance of a contract (placement agreement)
- **Article 6(1)(c)** - processing is necessary for compliance with a legal obligation (safeguarding requirements)

For special category data (such as medical information):

- **Article 9(2)(a)** - the data subject has given explicit consent
- **Article 9(2)(b)** - processing is necessary for the purposes of carrying out obligations in the field of employment and social security law (for student teachers)

For safeguarding purposes: Under the Data (Use and Access) Act 2025, safeguarding children is a recognised legitimate interest, which provides a lawful basis for processing personal data where necessary to protect children from harm.

Collecting information

We collect personal information via:

For all volunteers and student teachers:

- Volunteer Declaration Forms (Appendix 3 of our Volunteer Policy) or Quick Declaration Forms (Appendix 4)
- DBS application forms and certificates (where required)
- Identity documents (for right to work checks)
- Emergency contact forms
- Induction and training records
- Risk assessments

For student teachers specifically:

- Placement agreements from training providers
- Lesson observation and assessment records

The information you provide is essential for us to fulfil our safeguarding obligations. Whilst the majority of personal information you provide to us is mandatory (required for us to comply with safeguarding law), some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice in this.

Storing information

We hold data securely in electronic and paper formats in line with UK GDPR and our data retention schedule.

Data is retained according to the following periods:

For volunteers:

- **Identity/Right to Work documents:** Duration of volunteering + 6 years
- **DBS certificate number:** Maximum 6 months (securely destroyed after this period)
- **Record of checks completed:** Permanent record that checks were done (archived)
- **Volunteer risk assessments:** Duration of volunteering + 6 years
- **Volunteer Declaration Forms:** Duration of volunteering + 1 year

For student teachers:

- **Fee-funded student teachers - confirmation from provider:** Duration of placement + 6 years
- **College student placements - confirmation from college:** Duration of placement + 6 years
Portsmouth retention document additional ...

All records are securely destroyed in accordance with our disposal procedures once the retention period has expired.

Who we share information with

We routinely share information with:

For all volunteers and student teachers:

- **Disclosure and Barring Service (DBS)** - for safeguarding checks (where required)
- **Portsmouth City Council** - for safeguarding and compliance purposes
- **Ofsted** - during inspections (single central record)
- **Police, courts, and tribunals** - where lawfully required
- **Legal and professional advisors** - where necessary for safeguarding

For student teachers specifically:

- **Training providers** (universities, SCITT providers) - to support placement and professional development
- **Department for Education (DfE)** - for workforce planning (where applicable)

We do not share information about volunteers or student teachers with anyone without consent unless the law and our policies allow us to do so.

Why we share information

Disclosure and Barring Service (DBS)

We are required to conduct (or confirm) enhanced DBS checks with barred list information on all volunteers and student teachers who are in 'regulated activity'. This includes those who:

- Teach, train, instruct, care for, or supervise children frequently (once a week or more often, or on 4 or more days in any 30-day period) when counting across all their volunteer activities with children
- Supervise or accompany children on overnight residential visits (even once)

Training providers (student teachers only)

We share information with training providers to:

- Support the student teacher's professional development
- Provide feedback on progress and performance
- Ensure compliance with training requirements
- Facilitate assessment and qualification

Your rights

Under data protection legislation, you have the right to:

- **Access** - to ask us for access to information about you that we hold
- **Rectification** - to have your personal data rectified if it is inaccurate or incomplete
- **Erasure** - to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- **Restrict processing** - to restrict our processing of your personal data (i.e., permitting its storage but no further processing)

- **Object** - to object to processing where we are relying on a legitimate interest
- **Data portability** - to receive the personal data you provided to us in a structured, commonly used and machine-readable format (in certain circumstances)
- **Not to be subject to automated decisions** - not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

Please note: If you ask to see information that relates to child protection or safeguarding, we can refuse if it wouldn't be in the best interests of the child, or if sharing it would be likely to cause serious harm to the physical or mental health of any individual. This is because there are exemptions set out under data protection law.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Headteacher, Mr A Vaghela.

Alternatively, you can contact the Information Commissioner's Office at

<https://ico.org.uk/concerns/>.

Requesting access to your personal data

To make a request for your personal information (a Subject Access Request), contact:

The Headteacher, Mr A Vaghela

Portsdown Primary School and Early Years

Sundridge Close, Cosham, Portsmouth, Hampshire PO6 3JL

Email: admin@portsdown.portsmouth.sch.uk

Withdrawal of consent

Where we are processing your personal data with your consent, you have the right to withdraw that consent at any time. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Headteacher, Mr A Vaghela.

Please note that withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal, and may mean we are unable to continue your volunteer or student teacher placement.

Important information for volunteers

You must inform us immediately if your volunteer activities at other settings change during the year (e.g., if you start volunteering at another school, sports club, youth group, or increase your hours elsewhere).

This is because we must count all your volunteer activities with children across every setting when determining if you are in 'regulated activity' and require an enhanced DBS check.

Failure to inform us of changes in circumstances is a safeguarding concern and may result in your volunteer role being terminated. Volunteering policy September 2026. foll...

Photographs and CCTV

The school uses CCTV within school premises for safety, security, and safeguarding purposes. CCTV footage is retained for a maximum of 31 days unless required for an ongoing investigation, legal proceedings, or safeguarding purposes. Portsdown_CCTV_Policy_Updated_2025

Volunteers and student teachers may be captured on CCTV when on school premises.

Contact

If you would like to discuss anything in this privacy notice, please contact:

The Headteacher, Mr A Vaghela

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Last updated: October 2026 (updated to reflect UK GDPR, Data Protection Act 2018, the Data (Use and Access) Act 2025, and changes to regulated activity definitions under the Crime and Policing Act 2026)

Please revisit this notice periodically for updates.