



Russell Street School

## **Privacy Notices: The school Governors and volunteers of Russell Street School**

### **How we use your information (data protection)**

We process personal data relating to those who volunteer at our school. The following data is collected and stored in paper format and stored in a locked cupboard in the school office. The collection of this information is not passed onto any other organisation or third parties without your consent unless the law allows us to.

- Information stored on server and a copy in paper format: name, home address, telephone number, email address.
- Any references collected as part of safeguarding procedures
- Any identification information taken at the time of application is used for DBS application purposes only; it is then securely destroyed.

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

- Independent Data Protection Officer: Ian Hoare. Email: [ian.hoare@theictservice.org.uk](mailto:ian.hoare@theictservice.org.uk)
- Mrs Sandra Lewis Email: [office@russell-street-school.co](mailto:office@russell-street-school.co).