



PRIVACY NOTICE – FOR APPLICATION FORM

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

Potley Hill Primary School will use your personal information to process your application which will include carrying out a DBS check

If your application is successful, **Potley Hill Primary School** will use your contact details to contact you in relation to voluntary activities and matters such as training or meetings

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

The legal basis for **Potley Hill Primary School's** use of your personal data is that **it is necessary to comply with our legal obligation**

Potley Hill Primary School will share your personal information with **Hampshire County Council** if requested.

Potley Hill Primary School will keep your personal information stored securely.

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, **Potley Hill Primary School** will retain your personal information for 6 months after the date you were notified of the decision.

You have some legal rights in respect of the personal information we collect from you. Please see our website page: [General Privacy Notice](#) for further details

You can contact **Potley Hill Primary School's** Data Protection Officer at:
adminoffice@potleyhill.hants.sch.uk 01252 876106

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/>

Reviewed 04.11.2025