



Privacy notice – Volunteering

How we use your information

We will collect the following data from you: your name, telephone, email and postal contact details, NI number, contact details for referees and equality and diversity data, proof of your right to volunteer in the UK and, if applicable to the role in which you volunteer, additional information to support any criminal reference checking.

The type of documents required to support criminal reference checking can be supplied on request.

The data will be stored, processed, used and disclosed by us in the following ways:

- To enable you to submit your CV and/or application form for volunteering opportunities.
- To answer your questions and enquiries.
- To share with colleagues who you will be volunteering directly with.
- To share with third parties, where retained to provide services required, that we or you requested, including references or criminal reference checking services (GBG).
- To fulfil obligations arising from any agreement entered into between you and ourselves.
- To use your information on an anonymised basis to monitor compliance with our equal opportunities policy.
- To gain a better understanding of your volunteering experience with us – both during and after.
- To undertake statistical analysis of anonymised data (equality and diversity) and internal reporting through a volunteer's journey.

From time to time we will seek your consent to process, use or disclose your information for purposes not listed above.

We reserve the right to transfer your information to a third party in the event of a sale, merger, liquidation, receivership, or transfer of, all or substantially all, of the assets of our company, provided that the third party agrees to adhere to the terms of this Privacy Policy, and provided that the third party only uses your Personal Data for the purposes for which it was provided. You will be notified in the event of any such transfer and we will seek your consent.

The organisation may transfer your data to countries outside the UK by taking the necessary safeguarding methods applicable to those countries

Unsuccessful candidates data will be securely destroyed 5 months after the decision is made that your application has been unsuccessful adhering to the statutory requirement to retain information for a select period to allow candidates to challenge recruitment decisions

Successful candidates information required for volunteering purposes will be retained throughout your volunteering journey, all other documentation not relevant will be securely destroyed 5 months after your joining date has been confirmed, this includes any supporting documentation which you provide for criminal reference checking, proof of address, etc.