**Volunteer Information Schedule - AUC**

**SCHEDULE OF INFORMATION RETAINED AND PROCESSED FOR Volunteering at Age UK Camden**

**Please be advised that this table represents the information that AUC may retain in relation to your data. It also details when this information will be securely destroyed.**

**Please note that the organisation may keep basic anonymised information beyond the retention period for statistical reporting.**

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| --- | --- | --- | --- | --- | --- | --- |
| **Information gathered and retained** | **Purpose for processing** | **Legal basis for procession** | **Assessment of data subjects interests** | **Organisations that this information may be shared with and reason why**  **(Please name the individual organisations)** | **Duration of retention** |  |
| Personal identifiers e.g. name | To identify the volunteer for all other volunteer related purposes below | Necessary for the performance of a contract o which the data subject is a party.  Necessary for the legitimate interests of the organisation. | Impact on data subjects rights and freedoms is very low.  Processing is in data subjects interest. | DBS – Disclosure and Barring Service  Eventbrite for booking trainings/ activities.  Survey Monkey for annual survey. | 7 years from end of volunteering date |  |
| Address | For communication purposes | As Above | As Above | As Above | 7 years from end of volunteering date |  |
| Home and mobile telephone numbers | For communication purposes | As Above | As Above | As Above | 7 years from end of volunteering date |  |
| Email address | For communication purposes | As Above | As Above | As Above | 7 years from end of volunteering date |  |
| Travel and other expenses | For auditing | As Above | As Above | As Above | 7 years from end of volunteering date |  |
| Accident details | For health and safety legal requirements | As Above | As Above | As Above | 7 years from end of volunteering date |  |
| Health & safety record | Legal H&S requirement | As Above | As Above | As Above | 7 years from end of volunteering date |  |
| AUC Property held by volunteer e.g. equipment | To manage location of property and retrieve at end of volunteering | As Above | As Above | As Above | 7 years from end of volunteering date |  |
| Details of volunteering role | To support volunteer in their role(s) | As Above | As Above | As Above | 7 years from end of volunteering date |  |
| Induction Dates | For auditing and to ensure good practice | As Above | As Above | As Above | 7 years from end of volunteering date |  |
| Training record | Equal opps and evaluation of training | As Above | As Above | As Above | 7 years from end of volunteering date |  |
| Emergency contact and contact details | To also contact in an emergency | As Above | As Above | As Above | 7 years from end of volunteering date |  |
| Disabilities | For support of the volunteer and for equal opps purposes | As Above | As Above | As Above | 7 years from end of volunteering date |  |
| Equal opps monitoring info | Equal opps and statistical reporting **(anonymised)** | As Above | As Above | As Above | 7 years from end of volunteering date |  |
| Criminal Declaration Form & DBS Record (if applicable) | To ensure safeguarding of service users. | As Above | As Above | As Above | 7 years from end of volunteering date |  |

We do not keep detailed records beyond 7 years after volunteering ceases beyond an individual’s name, dates they volunteered and role undertaken.

We do not share any personal details with a third party without the consent of the individual.