

PRIVACY NOTICE – VOLUNTEER RECRUITMENT

Compliant with General Data Protection Regulations

Age UK Staffordshire is committed to protecting the privacy and security of your personal information.

We are a data controller which means we are responsible for collecting and processing its personal data relating to its volunteers in order to manage the volunteering relationship. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects and processes a range of information about applicants. This may include:

- your name, address and contact details, including email address and telephone number, date of birth and gender, emergency contact details, referee contact details;
- details of your qualifications, skills, experience and employment history
- information about your nationality and entitlement to work in the UK;
- information about your criminal record; and
- equal opportunities monitoring information, including information about your, gender, ethnic origin, health, religion or belief.

This data might be collected from:

- an application form
- an Equal Opportunities Monitoring form;
- your passport or other identity documents such as your driving licence;
- correspondence with you; and
- interviews and/or meetings.

In some cases, the organisation may collect personal data about you from third parties, such as references and information from criminal records checks permitted by law.

Data will be stored securely in a range of different places, including in a Volunteer Recruitment personnel file and in other IT and database systems.

Lawful basis for processing personal data

You have given us consent to process your data in order to apply to be a volunteer.

The processing is necessary for the purposes of administering your voluntary service and in order for us to meet our legal obligations under Health & Safety law. The processing is also necessary in order for us to undertake criminal record checks (for certain roles).

You have given us explicit consent to process special category data in order to meet our legal obligations.

Why does the organisation process personal data?

The organisation needs to process data to undertake a robust volunteer recruitment process with you. For example, it needs to process your data to assess your suitability for a role, to ensure you are legally entitled to volunteer in the UK and to seek references.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an applicant's entitlement to volunteer in the UK, to comply with Health and Safety laws and to undertake Disclosure and Barring checks, where appropriate.

In other cases, the organisation has a legitimate interest in processing personal data before, during and after the end of the volunteering relationship. Processing volunteer data allows the organisation to:

- run volunteer recruitment and promotional processes;
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under Health and Safety law.
- ensure effective general HR and business administration;
- provide references on request for current or former volunteers;
- respond to and defend against legal claims; and
- maintain and promote equality in the workplace.

Some special categories of personal data, such as information about health or medical conditions, is processed to comply with Health and Safety obligations (such as those in relation to volunteers with disabilities).

Where the organisation processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health, religion or belief, this is done for the purposes of equal opportunities monitoring. Data that the organisation uses for these purposes is anonymised or is collected with the express consent of volunteers. Applicants are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

Who has access to data?

Your information will be shared internally with relevant staff who work on the team and the service manager for which you will be volunteering. The organisation shares your data with third parties in order to obtain pre-recruitment references and obtain necessary criminal records checks from the Disclosure and Barring Service.

The organisation will not transfer your data to countries outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously.

The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed inappropriately except by its employees in the performance of their duties. We have robust Data Protection and Confidentiality Policies (which are available on request), and we ensure that our IT firewalls are regularly updated and reviewed. All paper records are kept securely in locked cabinets and destroyed securely in line with our Data and Records Retention Policy.

In the event of an application not being successful we retain your application for six months for legal purposes, after this date it is destroyed securely.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

You can find out more about your rights under the GDPR through the Information Commissioner's Office <https://ico.org.uk/>

If you would like to exercise any of these rights, please contact the Chief Executive or Information Governance Lead.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

In order for us to be able to process your application, you will need to provide the organisation with data. Certain information, such as contact details and your right to work in the UK have to be provided to enable the organisation to recruit you as a volunteer. If you do not provide other information, this will hinder the organisation's ability to administer the rights and obligations arising as a result of the volunteering relationship efficiently.

Automated decision-making

Age UK Staffordshire does not use automated decision-making.