

Volunteer & Fundraiser Privacy Notice

Data controller: Keeping Abreast
Data protection Lead: Trustee with HR related duties

We collect and process small amounts of personal data relating to our Volunteer population to manage that relationship with you. We are committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

We collect and process a range of information about you. This could include:

- your name, address and contact details, including email address and telephone number,
- age / date of birth and gender;
- the nature of your volunteering – such as Support Group Volunteer, Show and tell, fundraising, admin, events or Trustee;
- details of your qualifications, skills, and background experience;
- information about your nationality and entitlement to work in the UK;
- information about your criminal record – if appropriate to your specific volunteering role;
- details of your schedule (days of volunteering and working hours) and attendance at events;
- information about medical or health conditions, including whether or not you have a disability for which we need to make reasonable adjustments; and
- bank data – to process expense payments

We may collect this information in a variety of ways. For example, data might be collected through:

- application/online forms;
- obtained from your passport or other identity documents such as your driving licence;
- from correspondence with you; or
- through meetings or routine contact with you.

In some cases, we may collect personal data about you from third parties, for example should we need a reference or information from criminal records checks permitted by law and required based on the nature of your volunteering role. When seeking information from third parties, we will advise you of this and seek your express consent.

Data will be stored in our database. These are stored electronically within our IT and email system.

Why do we process personal data?

We may need to process data to enter into a volunteering agreement with you and to meet our obligations under that agreement. For example, we need to process your data to provide you with information about your agreed volunteering commitments, to pay any expenses due to you and to satisfy our duty of care for your health and safety when working with us.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out our health and safety legislative obligations (such as those in relation to volunteers with disabilities) or to facilitate our patient led support or to check eligibility to our services.

Where we process other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purposes of equal opportunities monitoring. You 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 may be shared internally, including with members of the Trustees, employees and your Group Committee and Chair/Lead when volunteering for us.

Rarely should we need to share your data with third parties in order to obtain references and/or obtain necessary criminal records checks from the Disclosure and Barring Service.

How do we protect data?

We take the security of your data seriously. We have 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 except by its employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For how long do we keep data?

We will hold your personal data for the duration of your engagement with us as a volunteer and this will be verified periodically.

In the event that you are involved in an accident or incident whilst volunteering we may retain that data for 4 years and in certain circumstances that may have long term and significant consequences, ie, exposure to asbestos, we may keep your records for life.

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 us to change incorrect or incomplete data;
- require us 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 we are relying on our legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Data Protection Lead by emailing info@keepingabreast.org.uk.

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

What if you prefer not to provide your personal data to us?

You may have some obligations under your volunteering agreement with us to provide some very basic personal data so that we can be certain of who is volunteering for us at any event and if they have any specific medical or learning needs. We also like to have an emergency contact number in the event of an accident or incident.

If you do not provide other information, this will hinder our ability to administer our obligations arising as a result of the volunteering relationship efficiently.

Automated decision-making

Any decisions made about you as a volunteer are not based solely on automated decision-making.