

Volunteer Privacy Notice



What is the purpose of this document?

The Shuttlewood Clarke Foundation ('the Foundation') is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during and after your volunteering relationship with us in accordance with laws that regulate processing of your personal information.

This Privacy Policy applies to all prospective, current and former volunteers.

For the purposes of data protection regulation, the Foundation acts as a "data controller" and means that we are responsible for deciding how we use personal information about you.

Data protection principles

We comply with the Data Protection Act 2018. This states that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected for specified, explicit and legitimate purposes and not processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to the purposes we have told you about.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Processed in a manner that ensures appropriate security of the personal information.

The type of information we hold about you

Personal information (which may also be called personal data), means any information about you from which you can be identified, whether directly or indirectly. We collect, store, and use the following categories of personal information about you:

Category	Data Collected	What we use it for
All volunteers	Name, title, address, telephone numbers and personal email address.	To contact you about your volunteering and involvement with the Shuttlewood Clarke Foundation.
All volunteers	Recruitment information: Employment status, disability status, references and other	Making a decision about your recruitment as a volunteer

	information collected as part of the recruitment process.	
All volunteers	Date of Birth	To ask for consent if the volunteer is under 18 (in circumstances where we are able to accept applications from under 18s).
All volunteers	Information about any criminal convictions and offences as part of the recruitment process	Making a decision about your recruitment as a volunteer for the role you have applied for.
All volunteers	Information about your health including any medical condition	To comply with Health and Safety and enable any reasonable adjustment to be made.
All volunteers	Emergency contact information	To contact someone in case of an emergency.
All volunteers who drive as part of their volunteering	Driving licence details including issue and expiry date, driving licence number, class of vehicles permitted to drive and when from.	To comply with our insurance, ensure the volunteer holds a valid full driving licence for the correct category of vehicle.
Some volunteers	Photographs and case studies	If a volunteer consents, we will use the image and story to promote the work of the Shuttlewood Clarke Foundation in different formats including social media and newsletters.
Trustees	Name, title, address, telephone number, personal email address, date of birth	Registers of Directors and Members.

How is your personal information collected?

We collect personal information about volunteers from the following sources:

- You, the volunteer.
- Your named referees, from whom we collect information about their opinion on your suitability to volunteer with us.
- Disclosure and Barring Service in respect of criminal convictions.

Please ensure that any personal information you supply to us, which relates to third party individuals, is provided with their knowledge and you have explained to them the proposed use of their personal information (for example, referees).

How we will use information about you

We will use the personal information that we collect about you to:

- Assess your skills, qualifications, and suitability for the role.

- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our on-boarding process.
- Taking steps to ensure and monitor compliance with our legal obligations and internal standards and procedures.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

- With your consent, where it is needed to assess your volunteering capacity on health grounds, subject to appropriate confidentiality safeguards, we will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work and to provide appropriate workplace adjustments.

Information about criminal convictions

We envisage that we will process information about criminal convictions. We will collect information about your criminal convictions history if we would like to offer you a volunteering role (conditional on checks and any other conditions, such as references, being satisfactory). We are required to ask you to carry out a criminal record check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data sharing

We do not share your personal data with third parties other than those where you have given us explicit consent to do so, for example from your named referees.

We may disclose your information in the following circumstances:

- Where we are legally obliged we will share the information of volunteers. We provide the Charity Commission and Companies House with basic contact details of our Trustees.

- For the purpose of providing a reference.

If we share your data, we require third parties to respect the security of your data, use it only for lawful purposes and handle it in accordance with data protection laws.

We do not sell or rent your information to third parties for marketing purposes.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees who need to know for business purposes. Details of these measures may be obtained from the Volunteer & Safeguarding Co-ordinator.

We have procedures in place to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal or reporting requirements.

If your application to be a volunteer is not successful, we will retain your personal information for a period of 6 months after we have communicated to you our decision. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

Once you are no longer a volunteer, we will retain and securely destroy your personal information in accordance with our data retention policy.

Rights of access, correction, erasure, and restriction

Under certain circumstances, by law you have the right to:

- **Right to be informed** – you have the right to be told how your personal information will be used. This Policy and other policies and statements used on the Foundation’s website and in our communications are intended to provide you with a clear and transparent description of how your personal information may be used.

- **Right of access** – you can write to us to ask for confirmation of what information we hold on you and to request a copy of that information (and other related information). Provided we are satisfied that you are entitled to see the information requested and we have successfully confirmed your identity, we will provide you with your personal information subject to any exceptions that apply. You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- **Right of erasure** – at your request we will delete your personal information from our records as far as we don't have a valid reason for holding on to it (for example, to comply with a legal obligation).
- **Request correction** - of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected. Please keep us informed if your personal information changes during your volunteering relationship with us.
- **Right to restrict processing** – you have the right to ask us to restrict the processing of your personal information if there is disagreement about its accuracy or whether our use is legitimate or not.
- **Right to object** – you have the right to object to processing where we are: (i) processing your personal information on the basis of the legitimate interests ground and we have no compelling reason we can demonstrate to continue with that processing; (ii) using your personal information for direct marketing, or; (iii) using your personal information for statistical purposes/

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact us at hello@shuttlewood-clarke.org.

Right to withdraw consent

When you applied for a volunteer role, you provided consent to us to process your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact the Volunteer & Safeguarding Co-ordinator. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

How to Complain

If you have any concerns about our use of your personal information, you can make a complaint to us:

The Principal Manager
Shuttlewood Clarke Foundation
Ulverscroft Grange
Whitwick Road

Ulverscroft
Markfield
Leicestershire
LE67 9QB

Tel: 01530 244914
Email: hello@shuttlewood-clarke.org

You can also complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data.

The ICO address is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113
ICO website: <https://ico.org.uk/make-a-complaint/>