

THE CARDINAL HUME CENTRE VOLUNTEER PRIVACY NOTICE

The Cardinal Hume Centre collects and processes personal data relating to its volunteers to manage the volunteering relationship. The Centre is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

This Privacy Notice aims to provide you with a clear explanation of the personal data which the Centre holds and the purpose[s] for which it is held.

WHAT INFORMATION DOES THE CENTRE COLLECT?

The Centre collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- your nationality and information about your entitlement to volunteer in the UK;
- the details of your volunteering agreement including start date;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers;
- an assessment of your suitability for the activity you are volunteering to do;
- details of your bank/building society account for the reimbursement of expenses;
- information about your emergency contacts;
- information about your criminal record;
- details of any safeguarding incidents in which you have been involved;
- details of your availability for volunteering and hours contributed;
- information regarding any training you receive; and
- equal opportunities monitoring information, including information about your ethnic origin and gender.

The Centre may collect this information in a variety of ways. For example, data might be collected through volunteer application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during volunteering (such as contact detail forms); from correspondence with you; or through interviews, meetings or other assessments.

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

Data will be stored in a range of different places, including in your volunteering file, in the Centre's volunteering management systems and in other IT systems (including the organisation's email system).

WHY DOES THE CENTRE PROCESS PERSONAL DATA?

Your personal data will be processed to enable the Centre to enter into a volunteer agreement with you.

The Centre also needs to process data to ensure that it is complying with its legal obligations. For example, to comply with health and safety laws.

In other cases, the Centre may have a legitimate interest in processing personal data before, during and after the end of the volunteering relationship.

Processing volunteer data allows the Centre to:

- run volunteer recruitment and appointment processes;
- maintain accurate and up-to-date volunteer records and contact details (including details of who to contact in the event of an emergency);
- obtain appropriate legal or HR advice, to ensure that it interprets and complies with duties in relation to legislation and its own policies, processes and procedures in a fair and reasonable manner;
- ensure that volunteers are receiving appropriate reimbursement of expenses;
- ensure effective general business administration;
- respond to and defend against legal claims; and
- maintain and promote equality in the workplace.

Where the Centre processes other special categories of personal data, such as information about ethnic origin or health, this is done for the purposes of equal opportunities monitoring. Data that is used for these purposes is anonymised or is collected with the express consent of volunteers, which can be withdrawn at any time. Volunteers are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations. In some circumstances however we may ask for your consent to allow us to process certain particularly sensitive data. In these circumstances we will provide you with sufficient information about how your data will be used for you to make a choice about whether to provide your consent. You will have full control over your decision to give or withhold consent, and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time, with no consequences.

WHO HAS ACCESS TO YOUR DATA?

Your data will be shared with colleagues within the Centre where it is necessary for them to undertake their duties. This includes, for example, relevant managers / supervisors for the purposes of supervision, the Volunteer Team for maintaining volunteer records, Finance for processing payment of expenses and IT staff.

The Centre shares your data with third parties in order to obtain necessary criminal records checks from the Disclosure and Barring Service.

The Centre may be required to share your data with third parties such as the local authority, police, DBS to comply with legal obligations.

The Centre will not share your data with third parties for any other purpose without your express consent.

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

HOW DOES THE CENTRE PROTECT DATA?

The Centre takes the security of your data seriously. The Centre 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 except by our employees in the performance of their duties. This is detailed within our Information Management policy.

Where the Centre engages third parties to process personal data on its 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 DOES THE CENTRE KEEP PERSONAL DATA?

In line with data protection principles, we only keep your data for as long as we need it for, which will be at least for the duration of you volunteering with us.

In some cases, we will keep your data for a period after your volunteering relationship has ended. Retention periods can vary depending on why we need your data. This may be determined by law. The periods for which your data is held after the end of volunteering are set out in our Data Protection Policy.

AUTOMATED DECISION MAKING

Volunteering decisions are not based solely on automated decision-making.

YOUR RIGHTS

As a data subject, you have a number of rights. These are:

- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy policy;
- the right of access. You have the right to access the data that we hold on you and to receive a copy of your data and information about where it was sourced. You may do this by contacting the Centre's Data Protection Co-ordinator using the details at the top of the notice. The formal process for making such a request is known as a 'Subject Access Request'. You can find out more information about doing so at <https://ico.org.uk/for-the-public/personal-information/>;
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it;

- the right to ask the Centre for your data to be erased, for example if you believe there is no longer any need for your data to be held for its original purpose, or if you decide to withdraw any consent that you have given for your data to be processed;
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct;
- the right to portability. You may transfer the data that we hold on you to another organisation for your own purposes;
- you may have the right to object to the way we use your data if you do not agree that we are using it for our legitimate interests; and
- the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you would like to exercise any of these rights, please contact the Centre's Data Protection Co-ordinator, using the details below:

If you believe that the Centre has not complied with your data protection rights, you can complain to the Information Commissioner. Their contact details can be found on their website (www.ico.org.uk).

Data Controller: Director of Finance; Jane Sandeman –
JaneSandeman@cardinalhumecentre.org.uk

Data Co-ordinator: Director of Finance; Jane Sandeman –
JaneSandeman@cardinalhumecentre.org.uk