Volunteers Privacy Notice

Who This Notice Applies To

This Privacy Notice applies to volunteers and trustees of Sight Support Derbyshire.

This notice explains how the charity collects, uses, stores and shares personal information relating to these groups.

For the purposes of data protection legislation, Sight Support Derbyshire is the data controller.

Contact Details

If you have any questions about this Privacy Notice or how your personal information is used, please contact:

Sight Support Derbyshire
2a Wentworth House
Vernon Gate
Derby
DE1 1UR

Telephone: 01332 292262
Email: enquiries@sightsupportderbyshire.org.uk

What Information We Collect

The charity may collect and hold information including:

- Name, address, telephone number and email address.
- Date of birth.
- Emergency contact details.
- Recruitment and application information.
- Training details.
- References.
- DBS information where required.
- Attendance and supervision records.
- Equality and diversity monitoring information where provided.

Not all categories of information will apply to every individual.

How We Obtain Information

Information may be obtained:

- Directly from you.
- Through volunteer application processes.
- From referees.
- From DBS or other background checking providers where appropriate.
- From training providers.
- During the course of volunteering.

Why We Use Your Information

The charity uses personal information for a range of legitimate business purposes, including:

- Recruitment and selection.
- Managing volunteers.
- Training and development.
- Health and safety management.
- Safeguarding responsibilities.
- Equality monitoring.
- Supervision.
- Compliance with legal and regulatory obligations.
- Protecting the charity's services, assets and reputation.

Our Lawful Bases for Processing

Depending on the circumstances, Sight Support Derbyshire may process personal information because:

- Processing is necessary for the performance of a contract.
- Processing is necessary to comply with a legal obligation.
- Processing is necessary for the charity's legitimate interests.
- You have provided consent where this is required.

Where special category personal data is processed, the charity will rely on the relevant conditions permitted under UK data protection legislation, including those relating to employment, social protection, safeguarding and health and safety obligations.

Who We May Share Information With

Where necessary, personal information may be shared with:

- Disclosure and Barring Service (DBS) providers.
- Training providers.
- Professional advisers.
- Regulators.
- Insurers.
- External auditors.
- Statutory agencies where required by law.

Information will only be shared where there is a lawful basis to do so and only the minimum information necessary will be disclosed.

How We Keep Information Secure

Sight Support Derbyshire takes appropriate technical and organisational measures to protect personal information.

These measures include:

- Restricted access to records.
- Password protection and multi-factor authentication.
- Secure information systems.
- Staff and volunteer training.
- Confidentiality obligations.
- Information security procedures.
- Secure storage and disposal arrangements.

How Long We Keep Information

As a general principle, workforce records are retained for seven years after volunteering activity has ended, unless a different retention period is required by law or for legitimate organisational reasons.

When information is no longer required, it will be securely deleted or destroyed.

Your Rights

Under data protection legislation, you have rights in relation to your personal information, including the right to request access to information we hold about you, to ask us to correct inaccurate information and to object to certain types of processing.

Some rights apply only in particular circumstances and may be restricted where the charity is required to retain or continue processing information for lawful purposes.

If you would like more information about your rights, or wish to make a request relating to your personal information, please contact us.

Complaints

If you have concerns about how your personal information has been handled, please contact Sight Support Derbyshire in the first instance.

You also have the right to complain to the Information Commissioner's Office (ICO).

Website: www.ico.org.uk
Telephone: 0303 123 1113

Changes to this Notice

This Privacy Notice may be updated from time to time to reflect changes in legislation, guidance or the charity's activities.

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