



Data Privacy Statement for St Petrock's Volunteers

Personal data

When you apply to become a volunteer at St Petrock's, St Petrock's will keep some data about you. This is "personal data", because it is about you as a particular person, and it can be linked to you.

What personal data do we hold?

St Petrock's will keep personal data about you on the following documents:

- 1) the **application form** you filled in to request becoming a volunteer. This records your name, address, contact details, gender, date of birth, emergency contact details, notes on health issues, any disabilities and necessary adaptations, any previous convictions (as our volunteer positions involve contact with vulnerable adults), your previous skills or experience and whether you can drive. It also contains the name & contact details of your referees, and copies of any references provided.
- 2) **key dates information (cover sheet)**
This will record your name and key dates about the progress of your volunteer application, including application date, interview date, start date, induction date etc. It will also include notes about your availability, and any other related information you provide during interview.
- 3) **induction & training record sheets**
We keep a record of the issues covered during your induction and the dates on which they were covered, plus the dates of any training courses you attend as a volunteer.
- 4) **annual review forms**
Every year, you will be offered an annual review in which to review your experience, raise any issues or difficulties and explore opportunities for future development. Notes from this process will be shared with you for approval and kept on your file.
- 5) **photo permission form & photos** (where relevant)
If you complete a photo permission form, we will keep a copy of this. If you have done so, we may have photos of you on our website, social media history or in printed materials that you have given us permission to use.
- 8) In the event of a **grievance, accusation or disciplinary matter**, this will be recorded separately.

This is the only data St Petrock's will usually hold about you. We do not get data about you in any other way.

How is your personal data kept safe?

All volunteer paperwork is kept in a secure, locked filing cabinet in the St Petrock's office. The key is only available to volunteer & kitchen manager, and other relevant office admin staff.

What is your data used for?

Your data is only used for purposes directly relating to your volunteering, particularly:

1. To work out the best volunteer opportunities for you, and ensure that appropriate measures are in place to support you in your role.

2. To contact you about your volunteering role & to make you aware of volunteer development opportunities, volunteer 'thank you' events and training.
3. To provide you with St Petrock's operational updates to equip you for your role.
4. To make sure you get the right medical care, if you are taken ill when volunteering
5. To contact the right person, if you have an accident or are taken ill when volunteering
6. To ensure that you have received all relevant health & safety information, boundaries training and other relevant training to enable you to perform your role safely and effectively.
7. To give you opportunities to develop and progress in your time with us.
8. To ensure we only use any photographs or similar materials relating to you as you would wish.

Does St Petrock's have a right to your data?

Under Data Protection legislation, St Petrock's needs to have a "lawful basis" for keeping your data, and for using it. There are several types of "lawful basis". One of them is called "performance of a contract".

When you become a volunteer, you enter into a "contract" (or agreement) with St Petrock's. You undertake to play your part as a volunteer; we undertake to look after you, and other people, properly and to facilitate your volunteer development. To do this, we need to hold data about you. That is why the lawful basis for holding your data is "performance of a contract".

As a volunteer, we believe we have a "legitimate interest" in sending you occasional St Petrock's operational updates to keep you updated on our work and equip you for your role. We consider content carefully, and will only send occasional, relevant information that is likely to be of interest to you. Communication will primarily be in the form of occasional volunteer newsletters, which are sent via email where possible, and our annual report. You can unsubscribe from these communications at any point by emailing info@stpetrocks.org.uk.

We will only take or process photographs / video of you where you have chosen to give us permission to do so by completing a signed photo permission form. This is entirely optional; your volunteer opportunities will not be affected if you choose not to grant permission. The lawful basis for processing photos of you in this case is "consent". You can withdraw your consent at any point.

Who can see your data?

The only people who have access to your data are the St Petrock's volunteer/kitchen manager, the project manager and relevant admin / office staff.

We are as careful as possible to make sure no one else has access to your data.

How long will your data be kept?

Your initial application form will be kept in a locked filing cabinet. They will be deleted immediately if you tell us that you do not want to volunteer. If we are unable to find a volunteer position for you, your application form will be kept for six months, unless you ask us to delete it sooner.

If you become a volunteer, then your data is kept for as long as you are a volunteer at the St Petrock's.

If you stop being a volunteer, we will keep your data for a further year if you are a kitchen volunteer, or three years if you are involved in one-to-one client work. This is so that we can contact you, if we need to ask you any questions about your time as a volunteer. It also helps us if you ask us for a reference because you are applying for a job or another volunteer position.

After a year your records will be destroyed, unless there is a reason why we still need to be in touch with you about your time as a volunteer.

Any personal information which is necessary for policies such as safeguarding or grievance will be kept in accordance with those policies. We may keep records of any grievance, dispute or accusation for up to six years.

Who can you speak to if you have questions?

If you have questions about your data, and what we do with it, you should contact Mel Hartley, St Petrock's project manager on info@stpetrocks.org.uk / 01392 422396.

What rights do you have?

You have a number of rights under Data Protection legislation:

1. **Right to be know what data we hold**

You have a right to know what personal data we hold about you.

This Data Privacy Statement describes the data that we will hold. But you can ask if we have any other data about you which is not covered by this Data Privacy Statement.

2. **Right to have a copy of the data we hold**

You can ask for a copy of the data we hold about you. This is called a "subject access request".

If you make a "subject access request", we will give you a copy of all the data we hold about you.

We will do this within one month. If it helps, we will give you the data in a computer file.

3. **Right to object**

You can object if you think we are using your data in the wrong way.

You can also object if you think we don't have "lawful grounds" for using your data.

We will give you a statement explaining why we use your data and explaining the "lawful grounds".

If you are still not happy, you can complain to the Information Commissioner's Office.

If we find we are using your data in the wrong way, we will stop immediately and stop it happening again.

4. **Right to have your data corrected**

If you think there is a mistake in your data, please tell us. You have a right to have it corrected.

We may need to check what is the correct data, but will put right any mistakes as soon as possible.

5. **Right to be forgotten**

We promise to remove all your data after six years. You have a right for this to happen, because we don't need to keep any of your data any longer than six years.

Finally, if anything happened to your data that could be a risk to you, we will do our best to tell you.