

**UK GDPR Privacy Notice for volunteers**

Oxfordshire Mind is committed to protecting the privacy and security of your personal information to ensure all volunteers feel confident and comfortable with how any personal information you share with us will be looked after or used.

This Privacy Notice sets out how we collect, process and store your personal information (this means any information that identifies or could identify you) in accordance with the UK General Data Protection Regulation (UK GDPR).

It applies to all current and former volunteers, including trustees. This notice does not form part of any contract of employment or other contract to provide services.

Please refer to our *Data Protection and Confidentiality Policy* for fuller information.

**Information we hold about you**

We may collect, store, and use the following categories of personal information about you, based on our legitimate interest. This is an exhaustive list.

<ul style="list-style-type: none"> <li>• Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.</li> <li>• Date of birth.</li> <li>• Gender.</li> <li>• Next of kin and emergency contact information.</li> <li>• Bank account details.</li> <li>• Start date.</li> <li>• Leaving date and your reason for leaving.</li> </ul>	<ul style="list-style-type: none"> <li>• Location of volunteering.</li> <li>• Copy of driving licence.</li> <li>• Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).</li> <li>• Volunteering records (including role titles, volunteering history, volunteering hours, holidays, training records and professional memberships).</li> <li>• Performance information.</li> <li>• Disciplinary and grievance information.</li> <li>• CCTV footage and other information obtained through electronic means such as swipe card records.</li> <li>• Photographs.</li> </ul>
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Most of the personal information we process is provided to us directly by you during recruitment and onboarding to enable us to form your volunteering placement.

We may also request to collect, store, and process the following more sensitive types of personal information:

- Information about your race or ethnicity, religion or beliefs, sexual orientation and political beliefs.
- Information about your health, including any medical condition, health and sickness records, including: details of any absences (other than holidays) from volunteering.

Sensitive personal data may only be collected under very limited circumstances – for example, you have given explicit consent, or it is necessary for specific reasons permitted by law.

**How we use your personal information**

We need all the categories of information in the list above to allow us to carry out your role safely as volunteers and to enable us to comply with legal obligations. In some cases we may use your personal information to pursue legitimate interests, of our own or those of third parties,

provided your interests and fundamental rights do not override those interests. The situations in which we will process your personal information are listed below.

<ul style="list-style-type: none"> <li>• Making a decision about your recruitment or appointment.</li> <li>• Determining the terms on which you volunteer for us.</li> <li>• Checking you are legally entitled to volunteer in the UK.</li> <li>• Reimbursing you for expenses</li> <li>• Providing the Employee Assistance Programme to you.</li> <li>• Administering the placement agreement or equivalent volunteer agreement we have entered into with you.</li> <li>• For Trustees, displaying your details on the Charity Commission and Companies House</li> <li>• Conducting supervisions, managing performance and determining performance requirements.</li> <li>• Making arrangements for the termination of your role.</li> <li>• Education, training and development requirements.</li> <li>• Dealing with customers and other third parties to whom your identity and background information is important - for example, if you are to volunteer on their premises or because of a proposed merger, acquisition or joint venture.</li> </ul>	<ul style="list-style-type: none"> <li>• Dealing with legal disputes involving you, or other volunteers, employees, workers and contractors, including accidents at work.</li> <li>• Ascertaining your fitness to volunteer.</li> <li>• Complying with health and safety obligations.</li> <li>• To prevent fraud.</li> <li>• To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.</li> <li>• Equal opportunities monitoring.</li> <li>• Assessing qualifications for a particular role or task.</li> <li>• Gathering evidence for possible complaints or disciplinary processes.</li> <li>• Making decisions about your continued placement.</li> <li>• Business management and planning, including accounting and auditing.</li> <li>• Communicate important organisational updates and news with you to support you in your volunteering role (you will be given the option to decline updates if you prefer).</li> </ul>
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Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

**Information about criminal convictions**

We envisage that we will hold information about criminal convictions.

We will only collect information about criminal convictions if it is appropriate given the nature of the role, where we are legally able to do so and with your consent. Where appropriate, we will collect information about criminal convictions as part of the recruitment process or where we need that information because of your role.

Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent or where it is in the public interest, or where you have already made the information public.

## **Data security**

We have put in place measures to protect the security of your information. Details of these measures are available upon request and further information can be found in the *Confidentiality and Data Protection Policy*.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

## **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, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer a volunteer we will retain and securely destroy your personal information in accordance with applicable laws and regulations.

## **Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your placement with us.

## **Data Protection Lead**

We have appointed a Data Protection Officer (DPL) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPL at [dataprotection@oxfordshiremind.org.uk](mailto:dataprotection@oxfordshiremind.org.uk)

## **Your rights in connection with personal information**

Under certain circumstances, by law you have the right to request access, correct and/or delete your personal information. You also have a right to object to your data being processed or you can restrict processing.

If you want to exercise these rights, please contact the Data Protection Lead.

You also have the right to complain about our handling of your data to the regulator of information rights in the UK, The Information Commissioner's Office (ICO). For further details about this please go to their website <https://ico.org.uk/global/privacy-notice/your-right-to-complain/>

If you have any questions about this privacy notice, please contact the DPL at [dataprotection@oxfordshiremind.org.uk](mailto:dataprotection@oxfordshiremind.org.uk)

I acknowledge that I have received a copy of Oxfordshire Mind's privacy notice for volunteers and that I have read and understood it.

Signature

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Name

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Date

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