



## Privacy Notice: Volunteers

This Privacy Notice tells you how we will use and store the information you give us when you apply to or volunteer at The Hamlet. We will process the personal information you provide for our legitimate charitable interests and to enhance the experience of our volunteers.

The Hamlet is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### What information does The Hamlet collect?

Data we collect	What we use it for
Names, addresses, telephone numbers, email addresses	To contact you in order to keep you informed about your role and the work of the charity
Information on your previous volunteering, any skills or hobbies you have	To build a picture of your skills, experience and interests in order to assess your suitability for volunteering roles at The Hamlet
References	To assess your suitability for volunteering with us, and for working with our children, adults and their families
Information on special requirements, health or medical conditions	To assess your suitability for volunteering with us, and for being utilised on specific projects; to carry out our legal duties (eg to ensure health and safety)

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Information related to availability and the reasons for periods of unavailability	To assess your suitability for volunteering with us, and to match you with volunteering opportunities
Disclosure and Barring (DBS) checks on any unspent convictions for volunteers working directly with children and vulnerable adults or in with events on a regular and frequent basis.	To assess your suitability for volunteering with us

The Hamlet may collect this information in a variety of ways. For example, data might be collected through application forms, from forms completed by you at the start of or during volunteering); from correspondence with you; or at meetings.

Data will be stored in a range of different places, including in The Hamlet's HR management systems and in other IT systems (including The Hamlet's email system).

### **Who has access to data?**

Your information may be shared internally, including with members of the HR and recruitment team your line manager, managers in the service / business area in which you volunteer and IT staff if access to the data is necessary for performance of their roles.

The Hamlet shares your data with third parties in order to obtain pre-volunteering references, providers and obtain necessary criminal records checks from the Disclosure and Barring Service. The Hamlet may also share your data with third parties in the context of a sale of some or all of its business. In those circumstances the data will be subject to confidentiality arrangements.

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

### **How does The Hamlet protect data?**

The Hamlet takes the security of your data seriously. The Hamlet 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 its employees in the performance of their duties. Refer to your staff

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handbook for more information, our Information Governance Policy and Data Protection Policy. Access to HR systems is restricted to senior managers and the chief executive and HR assistant.

Where The Hamlet 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 Hamlet keep data?**

The Hamlet will hold your personal data for the duration of your volunteering with us. The periods for which your data is held after the end of your volunteering are set out in the relevant retention policy.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require The Hamlet to change incorrect or incomplete data;
- require The Hamlet to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where The Hamlet is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact [admin@thehamletcharity.org.uk](mailto:admin@thehamletcharity.org.uk) or phone 01693765405 and ask to speak to the HR Assistant.

If you believe that The Hamlet has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You have some obligations under your volunteering agreement to provide The Hamlet with data. You may be required to provide information about disciplinary or other matters under the implied duty of good faith.

Certain information, such as contact details have to be provided to enable The Hamlet to engage you in volunteering with us.

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