



Volunteer/Staff/Trustee Drivers Privacy Notice

As the Data Controller, Student Volunteering Cardiff (SVC) are committed to ensuring that any personal information we record and store is done so in a safe and secure manner in line with the GDPR 2018 to ensure we protect the data of our drivers. This agreement covers all the information we will store on all drivers (Volunteers, Trustees and Staff).

SVC will always:

- Gather the minimum information and keep it no longer than necessary
- Be transparent, so you know what information we hold, why and how long for
- Protect your data and ensure we only use it for the initial purpose we asked for it – If we need it for any other purpose we will gain your consent first
- Store your information safely in locked files in our SVC office or on locked computers and in some cases information will be stored on Google Drive (Servers are in USA but Google are EU-US Privacy Shield Certified)
- Keep you informed – we will communicate with you if there are any changes to the information we store on you
- Keep our data protection procedures up to date in accordance with the latest regulations
- Make sure all our policies are available on our website

SVC are committed to upholding your rights under the GDPR, which means you can:

- Access your information at any point – get in touch with us and we let you know how you make a Subject Access Request to see the information we store on you, within a month of the request
- As for us to rectify any inaccuracies or any changes as soon as we know about them
- Ask for your data to be removed deleted / destroyed if you wish - we will then ensure we destroy your data in line with data protection regulations
- Ask us to restrict the processing of your data, or object to us processing it
- Ask for a copy of your data, should you wish to give it to another Data Controller
- Be informed of any automated decision making (SVC do not do this – we will let you know if this changes)
- Seek compensation if the security of your data has been breached

Here is a list of the sensitive information we will hold on you and the reasons why we need it.

Name	To identify you and process your application.
Date of Birth	To confirm which SVC cars you are eligible to drive (you must be 17+ to drive the SVC cars and 21+ to drive the bus) and that you will be covered under the insurance to drive them
Email and Telephone Number	To communicate with you regarding driving both the SVC cars or your own car
Car registration number, brand, model, insurance information and MOT (only when driving your own car for SVC purposes)	To ensure your car is safe and secure to travel in for you and others on other SVC business and that you have the appropriate level of insurance.
Driving Licence photocopy and online licence checker from Gov.uk (we will request your	To ensure you are able to drive legally and have not had any accidents or penalty points that

consent before we conduct the online licence check)	would affect your cover under our travel insurance.
Records of discussions around driving practices	SVC staff may need to speak with you to obtain information and offer you guidance and instruction around driving offences /point you have incurred (either prior to or during your involvement with SVC). This is to ensure those being transported for SVC business, or using SVC vehicles will be safe from harm.

Relevant information will be shared internally with the SVC staff Team, Board of Trustees and Lead Volunteers, or externally with the insurer where necessary, to support you in the best way possible way.

We will retain your data for 2 years after you finish volunteering with us, unless you request us to remove all your information sooner. If you request your information to be removed from our system we will destroy your information within a month. Removal of information will result in not being able to drive the SVC vehicles.

If you need any information, support or to make a complaint please feel free to get in touch with SVC.

Phone number: 02920 676780

Email: generalenquiries@svcardiff.org

Alternatively, you have the right to report concerns directly to the Information Commissioner's Office at

www.ico.org.uk/conerns

Phone number: 0303 123 1113