



## Lead Volunteer/Volunteer/Trustee/Volunteer and Trustee Applicants Privacy Notice

As the Data Controller of your information, 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 all of our volunteers. This notice covers all the information we will store volunteer/lead volunteer applicants, active volunteers/lead volunteers, trustee's/trustee applicants.

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 us to destroy or delete your data. Please note, certain data we have to keep for legal/contractual reasons for up to 2 years after your involvement because certain funding/partners will want information on our projects and those involved- these are marked below in bold
- 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.

<b>Name</b>	To identify you and process your application.
<b>Addresses</b>	To contact you by post if needed (for example to send your end of year certificate).
<b>Date of Birth</b>	To make sure you are eligible to volunteer under our insurance and inform you of any other opportunities available (for example Millennium Volunteering certificate for 18 – 24 year olds).

Email, Telephone Number and Address	To communicate with you regarding your volunteering and share news about the organisation including other volunteering opportunities.
<b>Current Status (Employed, Full-time student etc) and availability</b> <b>Past Volunteering</b>  <b>NOTE: Student Volunteers – we will also hold your student number, Course and year of study</b>	To understand you as individuals so we can tailor your opportunities and suggest the best project(s) We require your student numbers for certain funding contracts
<b>Criminal Convictions, cautions or warnings</b>	To ensure you are safe to work with the vulnerable groups we support. We will try and support everyone to volunteer where appropriate but must check criminal convictions in line with safeguarding laws.
<b>Health Declaration*</b>	To ensure we provide inclusive volunteering opportunities and give you the best support. We will make reasonable adjustments where necessary for you in your volunteering role and to ensure additional safeguarding for you and the individuals you will work with.
Photo, commitment and Conduct consent	To ensure we have permission from you to share photos for promotional purposes and as part of funding reports. To ensure you understand the commitment and the correct conduct whilst volunteering.
References	We will ask you to provide references and send your full name for referees to be able to provide a reference. We will only send references to countries that are on the GDPR Compliant List (Please see Data Protection Policy for this list).
Next of Kin (Name, contact, relationship to you)	We will ask you to provide information on your next of kin, in the case of emergency so we can get in touch.
<b>Performance related information including supervisions, training records, hours spent volunteering, complaints / conduct issues</b>	To ensure we provide beneficiaries with appropriately trained volunteers and so you are given the correct tools and guidance to volunteer with us. This also enables SVC to effectively support you and resolve any issues that may occur. SVC record the hours you spend volunteering in order to ensure we know who volunteers where and when for safeguarding purposes and so we can recognise your contribution to the community
<b>Equal Opportunities: Gender, Age group, Sexual Orientation, Nationality, Ethnicity, Religion, Language, health conditions/disabilities(s), Employment Status,</b>	This information is anonymous and optional to give. We collect this so we can reflect and always improve on the diversity of our

<b>Occupation, Student Volunteers year and place of study.</b>	organisation. This is often reported to funders and in our annual report.
<b>Concerns / complaints made by or relating to you</b>	To enable SVC to effectively support you and resolve any issues that may occur

\*Health information is known as “special data” and we will ensure we obtain your consent to specifically hold this information.

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

If you ask us to provide a reference for you we will have to share certain information with the referee but will only share this information with countries on the GDPR Compliant list. Anonymised information may be shared with funders.

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.

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](mailto:generalenquiries@svcardiff.org)

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

[www.ico.org.uk/conerns](http://www.ico.org.uk/conerns)

Phone number: 0303 123 1113