

Newsome Centre Privacy Notice for Volunteers

This privacy notice tells you what to expect us to do with your personal information when you volunteer for us.

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Contact details

Post

The Newsome Centre, Jackroyd Lane, Huddersfield, West Yorkshire, HD4 6QU, GB

Telephone

07976 681354

Email

contact@newsomecentre.co.uk

What information we collect and use, and why

Volunteer recruitment, administration and management

We collect or use the following personal information as part of volunteer recruitment, administration and management:

- Contact details (eg name, address, telephone number or personal email address)
- Gender

- Next of kin or emergency contact details
- Education history (eg qualifications)
- Training history and development needs
- CCTV footage or other recordings

Volunteer health and wellbeing

We collect or use the following personal information for managing volunteer health and wellbeing:

- General health and wellbeing information
- Accident at work records
- Access needs or reasonable adjustments

We also collect the following information for managing volunteer health and wellbeing:

- Health information

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [You can read more about this right here.](#)
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [You can read more about this right here.](#)
- **Your right to erasure** - You have the right to ask us to delete your personal information. [You can read more about this right here.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [You can read more about this right here.](#)
- **Your right to object to processing** - You have the right to object to the processing of your personal data. [You can read more about this right here.](#)

- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [You can read more about this right here.](#)
- Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [You can read more about this right here.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information as part of volunteer recruitment, administration and management are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - As a not-for-profit organisation we function with the help of volunteers. We need to collect this information to allow us to communicate with volunteers. Effectively delegate volunteers to tasks/jobs/areas/roles. Reach emergency contacts / next of kin if required.
- Public task – we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All of your data protection rights may apply, except the right to erasure and the right to portability.

Our lawful bases for collecting or using personal information as part of managing volunteer health and wellbeing are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - o In order to effectively provide first aid in an emergency. Knowing whether any volunteers have health conditions / allergies / medical needs that would aid effective first aid or be shared with emergency services. Knowing volunteers disabilities can ensure we meet your access needs and make reasonable adjustments.
- Public task – we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All of your data protection rights may apply, except the right to erasure and the right to portability.

Where we get personal information from

We collect your information from the following places:

- Directly from you
- CCTV footage or other recordings

How long we keep information

As your details are added to a register which identifies your particular skills set. You may be contacted at any time while the organisation operates in its existing capacity, when a need for your services arises. When we no longer need personal data for the reason we collected it, it will be destroyed.

You can request for your data to be removed at any time using the contact details above.

Who we share information with

In some circumstances, we may share information with the following organisations:

- Training suppliers

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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27 August 2024