



Voluntary Services Privacy Notice

This privacy notice sets out, the types of data that we collect and hold on you as a volunteer. It explains how we use that information, how long we keep it for and other relevant information about your data.

This privacy notice provides you with details of how we process personal information relating to volunteer records. Our full organisational privacy notice can be found online at: www.stbarnabas-hospice.org.uk/privacy-notice/

How we collect your data

We collect the information you would normally include in a volunteering application form, any CV's you provide, or contact pages you complete on our website. We also collect data about you in the form of reference requests at the beginning of the volunteering application process. We will never share, sell, swap or rent your data to third parties for marketing purposes.

How we use your data

We process your personal information to enable us to maintain our accounts and records and promote our services. Your information is used to keep you safe in your role and to enable us to provide services to our patients and other service users.

We rely on a number of legal bases to process the information we have about you for the purposes described in this notice, these legal bases include:

Where it is in our legitimate interests to use your data

- To update records, retain training information and ensure you have the correct documentation in place in order to safely undertake your role.
- Keep records of communications between volunteers and staff, to help support and manage our staff who supervise volunteers.
- Carry out reference checks to safeguard the interests of the organisation and clients we care for.
- Maintain records, research and analyse trends and develop statistics.
- Maintain records in order to produce historical reports on volunteering and provide references to ex volunteers.

With your explicit consent we

- Keep you informed of St Barnabas Hospices fundraising and event communications.
- Gain your permission to use your image and words to be used for marketing purposes.
- Process the data of volunteers under the age of 18.

Because we have legal obligation to do so

- To carry out Disclosure and Barring Service checks to safeguard the clients we care for.
- To comply with health and safety and other legal obligations.

How long we keep your data for

Your personal information and data is held securely within the hospice records for the duration of your volunteering and then for 6 years after having ceased your volunteer duties.

After 6 years personal information from your records will be deleted and/or destroyed. At this point we will retain only your name, very basic information about you role and dates of volunteering for the purpose of historical reporting and providing references. Please see the section below for more information on your rights to have your information deleted.

Volunteer health declarations and GP information will be held within the Occupational Health department for a period of 8 years after you have ceased to volunteer.

Your rights as the data subject

The law on data protection gives you certain rights in relation to the data we hold on you. These include:

- The right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice.
- The right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request.
- The right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it.
- The right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it.

- The right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct.
- The right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests.

Contact us

Should you have any queries on any aspect of the use of your information, please contact Voluntary Services on 01903 706315 or email volunteers@stbh.org.uk