**VOLUNTEER PRIVACY POLICY**

**Who collects your personal data**

The data controller is Advocacy Focus at:

Head Office: First Floor, The Old Tannery, Eastgate, Accrington, BB5 6PW

Send questions about how Advocacy Focus uses your personal data and your associated rights to the Operations Director , John Hutchison at operations@advocacyfocus.org.uk or write to the above address.

**What personal data’s collected and how it’s used**

Advocacy Focus uses your data for administrative purposes to support and manage your volunteering role. These purposes may include, but are not limited to:

* records maintenance
* health and safety obligations
* identifying volunteering and training opportunities
* re-registration
* communication about your volunteering role

Advocacy Focus uses the health data you provide:

* to keep you and others safe while volunteering
* in risk assessments, and to put in place countermeasures for identified risks

**The legal basis for processing your personal data**

Volunteering is a role carried out in the public interest. Advocacy Focus must process your data to support and manage this role.

Advocacy Focus must process your health data:

* for public health reasons, such as keeping members of the public and other volunteers safe
* to fulfil its duty of care for volunteers under Section 3 of the Health and Safety at Work Act 1974

**Consent to process your data**

The processing of your data is not based on consent. You cannot withdraw it.

**Who Advocacy Focus shares your personal data with**

If your volunteering role involves direct contact with a partner organisation or supervision by another volunteer, Advocacy Focus will securely share some information with them. This makes sure:

* you get continuity of support and management in your volunteering role
* the aims of a project or contract are met

Details shared may include, but are not limited to your:

* name
* contact details
* emergency contact details
* training records
* personal risk assessments

If you claim out-of-pocket expenses, Advocacy Focus will share your bank details with Advocacy Focus’s Accountants.

Advocacy Focus respects your personal privacy when responding to access to information requests. Advocacy Focus only shares information when necessary to meet the statutory requirements of the law including the Data Protection Act 2018 and the Freedom of Information Act 2000.

**How long Advocacy Focus holds personal data**

Advocacy Focus keeps personal data for:

* 2 years after your volunteering role ends
* 7 years if your personal data relates to a formal complaint or a reported health and safety incident

If you’re interested in volunteering, Advocacy Focus will keep your details on file for up to 6 months. If there’s not a role immediately available, Advocacy Focus will remove them.

**What happens if you do not provide the data**

Advocacy Focus cannot accept your offer to volunteer if you do not provide the information requested.

**Use of automated decision-making or profiling**

The information you provide is not used for:

* automated decision making (making a decision by automated means without any human involvement)
* profiling (automated processing of personal data to evaluate certain things about an individual)

**Transfer of data outside the European Economic Area (EEA)**

Advocacy Focus will not transfer your data outside the EEA.

**Your rights**

Find out about your [individual rights](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/) under the General Data Protection Regulation (GDPR), the Data Protection Act 2018.

**Complaints**

You have the right to [make a complaint](https://ico.org.uk/make-a-complaint/) to the Information Commissioner’s Office at any time.

**Acknowledgement of the Privacy Policy**

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| received a copy of Advocacy Focus' Candidate Privacy Notice and that have read and understood it.  |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |