

GDPR PRIVACY NOTICE FOR VOLUNTEERS

Introduction

Advocacy Focus is a data controller. This means we are responsible for deciding how we hold and use personal information about you.

You are receiving this privacy notice because you are applying to volunteer with us, or you have expressed an interest in volunteering. It explains how and why we use your personal data, how long we keep it, and your rights under UK GDPR and the Data Protection Act 2018.

Data protection principles

We will comply with data protection law. This means your personal data will be:

- Used lawfully, fairly and transparently
- Collected for clear, legitimate purposes and not used in ways that are incompatible
- Relevant and limited to what is necessary
- Accurate and kept up to date
- Kept only for as long as necessary
- Kept securely

The information we hold about you

In connection with your volunteering application or role, we may collect, store and use the following personal information:

- Information you provide in an application form, CV, or expression of interest
- Name, title, address, telephone number, personal email address
- Date of birth
- Skills, experience, training and availability
- Information relevant to references
- Information about your right to volunteer in the UK
- Information provided during informal discussions or interviews
- Emergency contact details (if you volunteer with us)

Special category data

We may also collect and use the following special category data where necessary:

- Information about health or disability, where relevant to reasonable adjustments or safeguarding
- Information about criminal convictions and offences, where required for the role
- Equality monitoring information, such as ethnicity, religion, sexual orientation or gender

This information is processed only where there is a clear lawful basis and appropriate safeguards in place.

How we collect your personal data

We collect personal data directly from you, including through application forms, emails, interviews and informal discussions.

We may also collect data from third parties, including:

- Disclosure and Barring Service (DBS), where required
- Referees you have provided

Why we process your personal data

We process your personal data to:

- Assess your suitability for volunteering roles
- Manage the volunteer recruitment and onboarding process
- Ensure safeguarding and safety of the people we support
- Make reasonable adjustments where required
- Maintain appropriate records
- Meet legal and regulatory obligations
- Respond to or defend legal claims

Lawful bases for processing

We process your personal data under the following lawful bases:

- Legitimate interests. To manage our volunteer programme and ensure safe, effective services
- Legal obligation. For safeguarding, DBS checks, and compliance with charity and commissioning requirements
- Consent. For equality monitoring and, where applicable, for retaining details for future volunteering opportunities

Where we rely on consent, you can withdraw it at any time.

Criminal convictions

For some volunteer roles, we are required to carry out DBS checks.

We will only request this information where it is necessary and lawful. We have an appropriate policy document and safeguards in place when processing this data.

Who has access to your data

Your information may be shared internally with staff involved in volunteer recruitment, supervision and safeguarding.

We may share your data externally with:

- DBS
- Referees
- Commissioners or auditors, where lawfully required

We do not sell or misuse volunteer data.



If you fail to provide personal information

If you do not provide information required to assess suitability or meet safeguarding requirements, we may not be able to progress your volunteering application.

Automated decision-making

You will not be subject to decisions based solely on automated processing.

Data security

We use appropriate technical and organisational measures to keep your data secure. Access is limited to people who need it for their role.

Further details are available from the Operations Manager.

Data retention

If your volunteering application is unsuccessful, we will normally retain your data for 3 months after the process ends.

With your consent, we may retain your details for up to 2 years to contact you about future volunteering opportunities.

If you become a volunteer, your data will be kept for the duration of your volunteering and for a reasonable period afterwards, in line with our retention schedule.

Your rights

You have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request erasure in certain circumstances
- Object to processing based on legitimate interests
- Request restriction of processing
- Request data portability, where applicable

Withdrawing consent

Where we rely on consent, you may withdraw it at any time by contacting hr@advocacyfocus.org.uk

Queries or complaints

If you have questions about this notice or how we handle your data, contact the Operations Manager.

You also have the right to complain to the Information Commissioner's Office.