

Privacy Notice for volunteers

Who we are

Here is the trading name for Care Unbound Limited which is a not-for-profit social enterprise.

Here is the Controller for the purposes of the GDPR (General Data Protection Regulation).

In this notice 'we' and 'us' means Here and 'you' means you as an individual.

The Information which we collect

We will collect the information we need in relation to your role as a volunteer. This includes:

- Contact details such as:
 - name
 - address
 - email address
 - telephone number

What we use the information for

We use information about you to keep records of your employment for the following reasons:

- to keep a record of current volunteers
- to ensure the safety of volunteers when working

Legal Basis for using your personal data

Our legal basis under article 6 of the GDPR for processing your personal data is as follows:

- For basic contact information, our legal basis is legitimate interest. We have a legitimate interest in having this information in order to engage you as a volunteer and engaging volunteers assists us to provide our services.

Sharing with third parties

We will never sell your personal data. There are limited situations in which we would need to pass your data on to a third party. This will only be done when it is lawful to do so. Your personal data will only be shared after very careful consideration. Circumstances in which it will be shared are as follows:

1. with service providers who we contract with to help us operate this website – one such service provider at the moment is WorkForce Network.
2. a takeover, merger or sale of Here - if we should ever transfer our organisation or its assets then the personal data held by us may be transferred to the transferee;
3. limited disclosures which are permitted by law - for example disclosures in connection with a police investigation.

How long we keep your personal data

We will only keep your personal data for as long as we need it.

Your data protection rights

You have the following rights in relation to your personal information:

Right of access

You have the right to ask for a copy of the personal information which we have about you. You can find out more here:

<https://ico.org.uk/your-data-matters/your-right-of-access/>

Right of rectification

You have the right to rectification. This means that you can ask us to correct the personal information we have about you. You can find out more here:

<https://ico.org.uk/your-data-matters/your-right-to-get-your-data-corrected/>

Right of Erasure

You have the right to erasure also often referred to as the 'right to be forgotten'. This is the right to have your personal information deleted. You can find out more here:

<https://ico.org.uk/your-data-matters/your-right-to-get-your-data-deleted/>

Right to object to processing

You have the right to object to what we do with your personal information. You can find out more here:

<https://ico.org.uk/your-data-matters/the-right-to-object-to-the-use-of-your-data/>

Right to portability

This right only applies if we are using your personal data and the legal basis for us doing so is either consent or performance of a contract. In certain circumstances, it means that you can ask us to transfer your personal data to another organisation. This only applies where you have provided the personal data to us and we hold it electronically. You can find out more here:

<https://ico.org.uk/your-data-matters/your-right-to-data-portability/>

Right to withdraw your consent

We do not use the personal data of employees on the basis of consent so your right to withdraw consent is not relevant. You could use your right to object instead.

You can find out more here:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/consent/how-should-we-obtain-record-and-manage-consent/#how6>

To use any of your rights, contact us by emailing camellia.mester@nhs.net. We will normally be under an obligation to respond to you within one month, although we are sometimes permitted to extend the deadline.

If at any time you have a complaint about what we do with your personal data then you can complain to us via the form by emailing camellia.mester@nhs.net or you can complain directly to the Information Commissioner's Office. The contact details can be found here:

<https://ico.org.uk/global/contact-us/>