



HILLINGDON

LONDON

DATA PROTECTION PRIVACY NOTICE FOR (VOLUNTEERS)

Why are we providing this Notice to you

The Council, in its capacity of Data Controller, holds certain information about you ["personal data"] which it needs to process for the purpose of providing the following service (Volunteering). This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found on its website at the following link: www.hillingdon.gov/privacy

What personal data do we hold

We obtain some of this data directly from you and we may also obtain it from other sources. Where this is the case, we will set out in this Notice the identity and the contact details of the relevant data controller and also the contact details of their data protection officer, where applicable. We will also identify from which source the personal data originates, and if applicable, whether it came from publicly accessible sources.

We will also let you know the recipients or categories of recipients of the personal data, if any.

The types of data we hold and process will typically include:

When you make an application we may ask for:

- Name, full contact details, including address
- Email address
- Emergency contact details
- What would you like to achieve
- Previous experience (Paid or Unpaid)
- Any other information you would like to provide which is relevant to volunteering.
- Disability information
- Availability
- Criminal record declaration
- Contact details for your referees

What is our purpose for processing your personal data

The purposes for which we are processing your personal data are:

- To manage volunteer applications for LBH.
- To obtain contact details for the volunteer.
- To undertake reference checks on the volunteer before they begin volunteering with Hillingdon.
- Service delivery and improvement

If we intend to process your personal data for a purpose other than that for which the personal data was collected we shall provide you details of that other purpose before we start processing your data.

What is the legal basis for our use of your personal data

- Legal obligation: it is necessary to comply with a legal obligation placed on us as the data controller.
- Consent- in some circumstances (outlined below) we may need to ask for your consent to process your personal data:

- Processing DBS checks

For how long will we hold your personal data

We will only keep your personal data for as long as we need to in order to fulfil the purpose[s] for which it is collected and for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide to you, unless we elect to retain your data for a longer period in order to comply with our legal and regulatory obligations.

Application records and associated files for volunteers will be held locally by the service you are volunteering with and will be retained in line with the Council's Records Retention and Destruction Policy which is available at www.hillingdon.gov.uk/dppolicies.

Organisations that we may share your personal data with

The circumstances in which the Council may do this are set out in the Council's Generic Data Protection Privacy Notice.

Your personal data may be shared for volunteer purposes with:

- Approved staff managing the volunteer program.
- The department or profession you are volunteering with.
- LBH managed service providers
- Human Resources department
- Capita - Ebulk
- Disclosure and Barring Service

- Occupational health providers

As your personal data will be stored on our IT infrastructure it will also be shared with our data processors who provide email and document management and storage services to us.

We may also be obliged by law to disclose your personal data to a regulatory body or law enforcement agency.

Your rights

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer or in very limited circumstances erase your personal data.

You can obtain further information about these rights from the Information Commissioner's Office at: www.ico.org.uk or via their telephone helpline (0303 123 1113) or in writing:

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

If you wish to exercise any of these rights, please contact Mike Talbot (contact details given below). You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you. If you do not provide such information, or ask that the personal data we already hold is deleted or restricted, this may affect the service that we provide to you.

- You can request a copy of your personal data, in machine-readable format, by contacting the service you are volunteering with - this request may take up to four weeks to process.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that your personal data is erased if there is no longer a justification for it to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

- Your data is not processed for direct marketing purposes

Updates

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

Contacting us

The contact details for Mike Talbot are:

Mike Talbot
HR & OD Service Manager
London Borough of Hillingdon
Civic Centre
High Street
Uxbridge
E-mail: mtalbot@hillington.gov.uk Telephone: 01895 250 111 (ext 4404)

Statutory Data Protection Officer

You may also contact our Data Protection Officer for further information:

Raj Alagh, Borough Solicitor and Monitoring Officer
Data Protection Officer
Civic Centre
High Street
Uxbridge
UB8 1UW
E-mail: ralagh@hillington.gov.uk Telephone: 01895 250617