

Cornerstone House Centre GDPR Privacy Notice – Volunteers

This privacy notice tells you about the information we collect from you when you register to be a **volunteer**. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

Who are we?

Any enquiries about our use of your personal data should be addressed to the contact details above.

What personal data do we collect?

When you register to be a volunteer, we will ask you for personal information including your name, address, email, phone, date of birth, gender, ethnic group, employment status, disability status, and any support needs if applicable. We will also ask for two referees to be contacted. This means we will be passing information to third parties and you will be asked to consent to this.

Why do we collect this information?

We will use your information to match you with relevant volunteer opportunities you may be interested in, and to keep track of the work we are doing with volunteers and community/voluntary organisations.

We require this information to provide the service to you ensures that you can be appropriately supported.

What do we do with your information?

Your data will not be shared with third parties, except where you give us permission to do so

How long do we keep your information for?

We will keep your information for as long as you are an active volunteer with us. If we do not engage with you for a period of three years, your personal information will then be deleted from our system.

Your rights over your information

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate.

You can also ask us to give you a copy of the information and to stop using your information for a period of time if you believe we are not doing so lawfully.

To submit a request by email, post or telephone, please use the contact information provided above.

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Your right to complain

If you have a complaint about our use of your information, you can contact the Information Commissioner's Office via their website at www.ico.org.uk/concerns

OFFICE USE: DATE CREATED _____

TRUSTEE SIGNATURE: _____

TRUSTEE NAME: _____ DATE: _____

CHAIRPERSON SIGNATURE: _____

CHAIRPERSON NAME: _____ DATE: _____

Review Date: May 2019