

Community Volunteering

Privacy Notice – Applicants

Community Volunteering Ltd (CVL) is the data controller for the information you provide during the process unless otherwise stated. If you have any queries about the process or how we handle your information please contact us at admin@communityvolunteering.uk.

GDPR

This legislation will replace current data privacy law, giving more rights to you as an individual and more obligations to organisations holding your personal data.

One of the rights is a right to be informed, which means we have to give you even more information than we do now about the way in which we use, share and store your personal information.

This means that we will be publishing a new privacy notice so you can access this information, along with information about the increased rights you have in relation to the information we hold on you and the legal basis on which we are using it.

What will we do with the information you provide to us?

All of the information you provide during the application process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will share your information with third parties who are interested in progressing your application for you to volunteer within their organisation.

Your information will not be stored outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide us to assess your suitability for the volunteering role you have applied for.

What information do we ask for and why?

We collect personal information about you from the application form that you complete on the Networx recruitment system. During the application process, we collect further information from you and from people who you provide us as a referee.

We hold the following information about you: your name, address, telephone number, date of birth, nationality, marital status, next of kin, email address, skype address, NI number (if any), passport number, visa number, biometric residence number, photograph of you, and driving licence details (if any). The information we hold includes sensitive information about your health and medical needs and criminal record (if any). It may include other sensitive information like information about your sexual orientation, your racial or ethnic origin. In order to prove that you can afford to travel home if your volunteering ends early, we hold you your bank details. From your application form we obtain information about your education, training and qualifications and more general information about your life and aspirations.

Should you be successful from the application stage, you are required to carry out a video interview. We use our third party provider, we use Skype to carry this out.

We only collect the information that is necessary in order to select and place you as a volunteer and confirm your suitability.

Why do we need this information?

We need this information to process your application and place you as a volunteer for our host communities that we have an agreement with and to confirm your suitability for the volunteering role.

The legal basis for using this information is with your consent. If you withdraw consent then we will not be able to continue with your application.

What are the consequences of not collecting this information?

We would be unable to process your application.

Who might we share your information with?

Community Volunteering employees and the host communities that you have expressed an interest in volunteering with.

What do we do with your information?

We may hold your information in electronic or physical format.

We do not transfer your personal data to a country outside the European Union or to an international organisation, except so far as necessary to communicate with you or to obtain references or criminal record checks.

How long do we keep hold of your information?

If you are a successful applicant, we will keep your data for one year after leaving the volunteer placement.

If you are unsuccessful in obtaining a volunteering opportunity with one of our host communities, we will keep your data with Community Volunteering for a period of 6 months.

We delete email correspondence after 2 years on a periodic basis.

What are your rights over your personal information?

You have the **right to be provided with information** about what we do with your personal information. This information is provided in a 'Privacy Notice' which must also include **an explanation of your rights**.

If we have told you in the Privacy Notice that we are using your personal information because it is necessary in order for us, or another organisation, to pursue a 'legitimate interest' you have a **right to object**. We can only continue to use that personal information for that purpose if we believe we have compelling and overriding legitimate grounds to do so. We will consider carefully the reasons for your objection and let you know without delay (and usually within one month) what we intend to do in response and why. You also have the **right to object** where your personal information is being **used for direct marketing purposes**. You can email us at admin@communityvolunteering.uk to tell us you object.

If you have given consent to us to use your personal information you have the **right to withdraw your consent at any time**. We make it clear when you give consent how to withdraw it but if you are at all unclear how to do so or want to make sure please email admin@communityvolunteering.uk with details.

You have the **right to access the personal information** we have about you. There is no fee for making this request. There is a form you can use on the ICO website at ico.org.uk but you do not need use it if you prefer not to. You can also contact us to make this request at admin@communityvolunteering.uk or you can ask any member of our staff. We will usually provide the information requested within one month or we will let you know and explain why if we need longer to respond.

If you believe any of the personal information we have about you is inaccurate or incomplete you have the **right to have that corrected** without undue delay. This can be in the form of a supplementary statement. Please speak to a staff member or email admin@communityvolunteering.uk.

You have the **right to require the removal** of some personal information in some circumstances. Please email admin@communityvolunteering.uk

You have the **right to restrict how we use your personal information** in some circumstances. Please email admin@communityvolunteering.uk.

In some circumstances, you have the **right to data portability**. This only applies when your personal information is being used by automated means to perform a contract with you or because you have consented to its use. This right means you can have the personal information provided by you sent to you or to another organisation in a format readable by a computer.

You have the **right to object to automated individual decision-making**. We will tell you if this is happening in a Privacy Notice. We do not make decisions in this way currently. If this changes we would let those affected know.

There are some exceptional circumstances when your rights may not apply.

You have the **right to complain to the Information Commissioner's Office** if you believe that we are not handling your personal information in accordance with the law. They can be contacted by calling 0303 123 1113 or through their report a concern page on their website ico.org.uk. We would encourage you to contact us first at admin@communityvolunteering.uk to see if we can resolve your concerns.

Community Volunteering Limited

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No DPO appointed.

Contact the Company Secretary at admin@communityvolunteering.uk