

Privacy Notice: Volunteers

Introduction

Bethany Christian Trust respects your personal information and undertakes to comply with all applicable data protection legislation currently in force.

Bethany Christian Trust may use personal information provided by you either with your consent or on the basis of the following:

1. **Contract:** the processing is necessary for the volunteer agreement that we have with you
2. **Legal obligation:** the processing is necessary for us to comply with the law (not including contractual obligations)
3. **Vital interests:** the processing is necessary to protect someone's life
4. **Public task:** the processing is necessary for us to perform a task in the public interest or for official functions, and the task or function has a clear basis in law
5. **Legitimate interests:** the processing is necessary for our or your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests

Except as provided under these terms, Bethany will not disclose your personal information without your permission unless such disclosure is required by law or other court order.

In accordance with Bethany's data protection policy, **you are entitled to request a copy of the information which Bethany holds about you.** If you become aware that the personal information Bethany holds about you is inaccurate, **you may request that it is amended.** Any requests in this respect or any other correspondence relating to this notice should be done in **accordance with the Bethany's data protection policy.**

Where processing is based upon consent, you have the right to withdraw consent at any time which will not affect the lawfulness of processing based on consent before its withdrawal.

The Data Protection Officer is Lorna Fyfe who will monitor GDPR compliance within the organisation and advise the organisation of their obligations. If you have any concerns or need further information then please contact the Data Protection Officer.

How information about you will be used;

Bethany collects information about you. This is to:

1. Ensure that we can verify your identity
2. Ensure that we provide a safe and positive environment for volunteers, staff and clients.

Sharing information

The below table provides details as to what information we hold on you and who we may share it with:

Type of information	Who it is shared with	Legal basis for processing this information	Retention period for keeping this information
<p><u>RECRUITMENT PROCESS</u></p> <p>Application Form: Personal details (name and address, email address, phone number, date of birth), all information gathered during the recruitment process</p> <p>Reference Details</p> <p>Training Records</p>	<p>Internally shared with:</p> <ul style="list-style-type: none"> • Volunteer Coordinator • Volunteer Manager • Volunteer Supervisor • Senior Management • HR 	<p>Legitimate Interest:</p> <ul style="list-style-type: none"> • To ensure that all relevant contact details are known and up to date <p>To ensure that the volunteer is suitable for the volunteering role</p> <p>To ensure that there is a log of training in relation to statutory requirements for any volunteering roles</p>	<p>Six years after the termination of volunteering</p>
<p>Bank Details</p>	<p>Internally shared with:</p> <ul style="list-style-type: none"> • Volunteer Coordinator • Volunteer Manager • Volunteer Supervisor • Finance 	<p>Legitimate Interest: To ensure payment are made to the volunteer for expenses etc.</p>	<p>Six years</p>
<p>Health information including medical information</p>	<p>Internally shared with:</p> <ul style="list-style-type: none"> • Volunteer Coordinator • HR • Volunteer Manager • Volunteer Supervisor • Senior Management <p>Externally shared with:</p> <ul style="list-style-type: none"> • Integral • Counselling Providers 	<p>Legitimate Interest: Personal data and special category data may be collected to ensure we can meet our H&S obligations, to provide any adjustments and to monitor absence levels.</p> <p>Special category data</p>	<p>Six years after the termination of volunteering</p>
<p>Copies of Passport/Driving License/birth certificate and eligibility to volunteer documentation</p>	<p>Internally shared with:</p> <ul style="list-style-type: none"> • Volunteer Coordinator • Volunteer Supervisor • Volunteer Manager • HR • Senior Management 	<p>Legal Obligation: to ensure we meet our legal obligations</p>	<p>Two years after the termination of volunteering</p>

<p>Induction Form: Next of kin details (name, address, phone number, relationship to you).</p>	<p>Internally shared with:</p> <ul style="list-style-type: none"> • Volunteer Coordinator • Volunteer Manager • Volunteer Supervisor • HR • Senior Management 	<p>Legitimate interest:</p> <ul style="list-style-type: none"> • To ensure that the correct people within the business can make contact with your next of kin in the case of an emergency. 	<p>Six years after the termination of volunteering</p>
<p>Health and Safety Information (details of any aspect of health and safety including risk assessments, accident reports, health and safety manuals for which we require to take professional advice or report as required) Including personal details above where required</p>	<p>Externally shared with:</p> <ul style="list-style-type: none"> • Health and Safety Executive and any other governing or professional body <p>Internally shared with:</p> <ul style="list-style-type: none"> • Health and safety department • HR • Volunteer Coordinator • Volunteer Manager • Volunteer Supervisor • Senior Management 	<p>Legal obligation:</p> <ul style="list-style-type: none"> • To ensure that we meet our obligations regarding health and safety 	<p>Please see appendix one for the relevant retention periods</p>
<p>Sound and motion recordings by way of CCTV</p>	<p>Internally shared with:</p> <ul style="list-style-type: none"> • Volunteer Coordinator • Volunteer Supervisor • Volunteer Manager • Senior Management • HR <p>Externally shared with</p> <ul style="list-style-type: none"> • Police Scotland 	<p>Legitimate Interest: to protect staff safety and security, and protect our company equipment</p>	<p>Up to 4 weeks</p>
<p>Disclosure Information – information will only be gathered about criminal convictions where it is appropriate for the particular volunteering role and we are legally permitted to do so.</p>	<p>Internally shared with:</p> <ul style="list-style-type: none"> • Volunteer Coordinator • Volunteer Manager • Volunteer Supervisor • HR • Senior Management <p>Externally shared with:</p> <ul style="list-style-type: none"> • Disclosure Scotland • Volunteer Scotland 	<p>Legal obligation:</p> <ul style="list-style-type: none"> • To ensure that volunteers are legally able to work with vulnerable adults in a regulated environment 	<p>Six months from date of receipt of receiving the PVG/Disclosure application form and the self-declaration from the volunteer, unless in exceptional circumstances. On receipt of the PVG/Disclosure from Disclosure Scotland the volunteer's disclosure number is recorded with their name and role title until the volunteer leaves their role.</p> <p>Information will be retained in compliance with the Disclosure Scotland guidelines.</p>

Our IT providers of support are; On-Line System, MidlandHR and One Advances, and a cloud based storage system that may have access to volunteer data. Skillgate, our online training provider, may have access to volunteer details. In the case that this should require a volunteer's personal email address, explicit consent will be sought.

The Supervisory authority is the ICO. Where you have a complaint regarding the handling of your data, which you do not think, can be handled internally, then you have the right to make a complaint to the ICO.

Further information regarding data retention periods and your rights to request your data can be found in the **Data Protection Policy that is also included with your application form.**

Your declaration

I confirm that I have read and understood the above information relating to how my personal information will be processed and shared.

Name.....

Date.....

Please note that electronic or typed signatures are acceptable.

APPENDIX ONE – Health and Safety Retention Periods

Regulation	Record Type	For the duration of employment plus the below retention period
Control of Major Accident Hazard Regulations	All assessments, evaluation reports, practice drills etc.	20 years'
Fire Safety Regulations	All assessments, maintenance records, training etc	5 years'
Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR)	Normal physical accidents	3 years'
	Health related illness	40 years'
Display Screen Equipment (DSE) Assessments	All assessments	3 years'
Control Of Substances Hazardous to Health Regulations (COSHH)	Anything pertaining to Health Surveillance of Employees (including COSHH Assessments, local Exhaust Ventilation Thorough Examinations & Occupational Health reports)	40 years'
	Records documenting cytotoxic substances and agents, as defined in the Control of Substances Hazardous to Health Regulations (COSHH, present/use)	40 years'
Personal Protective Equipment Regulations	Records documenting the conduct and results of face fit testing of RPE	40 years'
Control of Asbestos Regulations	Anything pertaining to Health Surveillance of volunteers (including asbestos surveys, air monitoring and Occupational Health Reports	40 years'
Control of Lead Regulations	Anything pertaining to Health Surveillance of volunteers (Occupational Health Reports)	40 years'
	Air Monitoring	5 years'
Control of Noise at Work	Anything pertaining to Health Surveillance of volunteers(Occupational Health Reports, risk assessments)	40 years'
Control of Vibration at Work	Anything pertaining to Health Surveillance of volunteers(Occupational Health Reports, risk Assessments)	40 years'
Construction & Design Management Regulations	Scaffold inspections, Temporary works inspections and Excavation work inspections	Kept on site for the length of the project and for three months after the project is completed
	Design Documentation	Retained for the life of the building or construction
Provision & Use of Work Equipment Regulations	Reports and documented inspections on power presses	3 years'
Lifting Operations & Lifting Equipment Regulations	Thorough Examination Report on Lifting Equipment & Lifting Accessories	5 years'
		Until the Lifting equipment ceases to be used (EC declaration of conformity)