

Privacy Notice: How we use volunteer workforce information

This Privacy Notice tells you what to expect when Communityworks collects personal information about you. Communityworks is committed to compliance with the General Data Protection Regulation 2018 (GDPR) and the Data Protection Act 1998, as well as your rights to confidentiality and respect for privacy. We will ensure that we keep your personal information accurate and secure.

We will only collect the minimum information necessary, and when we no longer need to keep the information about you, that information will be disposed of in a secure manner.

We use this information in the performance of your role as a volunteer with us.

By processing your personal data in this way, we can ensure:

- That you get the support you need to enable you to volunteer.
- That we can provide a reference for you after you have left.
- That we build up a comprehensive picture of our workforce – including volunteers; to inform our recruitment and retention policies.
- That we keep you safe within the building.

Collecting the information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain workforce information to us or if you have a choice in this.

The information we collect and hold includes:

- Name, address, contact and next of kin details
- Special categories of data including characteristics information such as gender, age, ethnicity, disability.
- Applications, employment, training and qualifications history
- DBS number and date
- Absence, health and performance data
- Accident and incident details
- Health screening, surveillance and monitoring and medical advice
- Times that you enter and leave the building and move around the nursery entrance.

Who uses this information?

Our management team and your line manager have access to this information.

How do we keep this information secure?

Your information is stored securely on a database and document management systems with stringent access and use policies.

How long do we keep this information?

We have a data retention policy which details how long we keep different types of records and when these are deleted. Volunteer records will be deleted 3 years after the volunteer has ceased to volunteer with us.

Photos and videos

Photos and videos will be taken of volunteers working with children and adults. These photos will be used in children's record of achievement, for displays, in leaflets and other publicity materials. Photos and videos may also be shared on the Communityworks Facebook and Twitter pages. These will be deleted within six months of posting. Photos and videos will not be tagged with the volunteer name. Also we may put photos

and videos on the Communityworks website, but always ask for specific consent. If you do not want your photo to be used in any of these ways, please inform Jane Lees, CEO.

Who do we share this data with?

We may sometimes share the information we have collected about you with government departments and the police where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, to:

- Prevent, detect and prosecute crime (including the National Fraud Initiative).
- Protect public money (including the National Fraud Initiative).

What authority do we have to collect and use this information?

The following categories of lawfulness apply:

- Processing is necessary for compliance with a legal obligation.
- Processing is necessary to protect the vital interests of a data subject or another person.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.
- Processing is necessary for the establishment, exercise or defense of legal claims or where courts are acting in their judicial capacity.
- Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems.

In the rare circumstance that we don't have a legal authority to use your information, we will obtain your consent first.

What are your rights?

You have the right to request Communityworks to stop processing your personal data. Wherever possible, we will seek to comply with your request but we may need to hold or process information in connection with one or more of our legal functions.

If you have any questions about our use of these data, you wish to request a copy of the information we hold about you, or you wish to discuss your rights in relation to opting out from these processes, please contact Jane Lees, CEO.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.