

Privacy Statement for St Helena Volunteers

Your Personal data

We process personal data relating to those who volunteer for us, or are otherwise engaged to volunteer for us, as part of our St Helena volunteer workforce. We do this is to assist in the running of the organisation and/or to enable individuals to be volunteers.

What data do we collect about you?

We collect personal data about you for volunteering purposes, with the aim of meeting the regulatory and contractual obligations to enable us to carry out our duties to you. This includes providing information for statistical purposes, and ensuring that all health and safety standards are successfully complied with.

The personal data we collect may include one of more of the following:

- Your name
- Home address
- Telephone number(s)
- E-mail address
- Emergency contact details
- References
- Vehicle registration details if appropriate to your volunteer role
- Records of your correspondence with us
- Proof of ID / Proof of right to work/volunteer in the UK
- Any information you choose to share with us (such as information for statistical purposes)
- Information you may send to us or enter onto our website (such as speculative CV's or Application Forms)
- DBS certificate number and date if appropriate for your volunteer role
- Copies of qualifications and professional registration numbers (e.g. NMC, GMC) if appropriate for your volunteer role

What we do with it

All the personal data we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No 3rd parties have access to your personal data.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this can be found as part of our policies on personal data.

How long we keep it

We will hold your personal information for a period of 7 years after you leave your volunteering role in order to be able to provide references for individuals if requested.

More information on our retention schedule can be found in our Data retention Policy.

What are your rights?

If at any point you believe the information we process on you is incorrect you request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer at dpo@sthelena.org.uk who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

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