

DATA PRIVACY NOTICE (VOLUNTEERS)

Centrepoint Outreach

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Centrepoint Outreach is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Centrepoint Outreach complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To manage our volunteers;
- To maintain our own accounts and records;
- To inform you of news, events and activities involving Centrepoint Outreach which are relevant to the role you are undertaking

4. What is the legal basis for processing your personal data?

- Processing is necessary for the performance of a contract with you or to take steps to enter into a contract – your Volunteer Agreement
- The legitimate interests of Centrepoint Outreach or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject
This includes promoting the interests of the charity.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and we will only share your data with third parties with your consent.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in our Data Protection Policy, a copy of which is available upon request.

Specifically, we retain paperwork about volunteers (including volunteer application forms, volunteer agreements and references about volunteers) for 6 months from termination of the volunteering arrangement or 12 months from the date of the last volunteering session where the date of termination is unknown.

7. Your rights and your personal data

Here is a list of the rights that all individuals have under data protection laws. They do not apply in all circumstances. If you wish to use any of them, we will explain at that time if they are engaged or not: -

- The right to request a copy of your personal data which Centrepoint Outreach holds about you;
- The right to request that Centrepoint Outreach corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Centrepoint Outreach to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that Centrepoint Outreach provides you with your personal data and where possible, transmits that data directly to another data controller (known as the right to data portability);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Chief Executive at Belmont House, 15, Red Lion Street, Boston PE21 6PZ.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.