



Privacy Notice – Volunteers

Purpose of this privacy notice

This privacy notice serves to meet the obligations of your right to be informed under the United Kingdom General Data Protection Regulation (UKGDPR) which requires that data controllers provide data subjects with privacy information.

Positive Futures is a data controller meaning the organisation determines the purposes and means of processing personal data held about you. A data subject is an identifiable and living individual to whom personal data relates.

Processing personal information involves obtaining, recording, holding or carrying out any operation or set of operations including:

- organisation, adaptation or alteration
- retrieval, consultation or use
- disclosure by transmission, dissemination or otherwise making available
- alignment, combination, blocking, erasure or destruction.

The categories of personal data obtained

Personal data is any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier e.g. name, identification number, location data or online identifier. Positive Futures processes the following personal information about you:

- Name
- Address
- Date of birth
- Phone number
- Access NI number
- Date access NI certificate was issued
- The service you volunteer in / are associated with
- Name of your emergency contact person
- Phone number of your emergency contact person
- Name of referee/s
- Address of referee/s.

Special category personal data (sensitive personal data) attracts additional protection and includes race, ethnic origin, political opinions, religion, trade union membership, genetics, biometrics (where used for ID purposes), health, sex life and sexual orientation. Positive Futures processes the following special category information about you:

- Access NI Status



Privacy Notice – Volunteers

- Declaration (Y/N) of any reason why applicant volunteer should not be allowed to work with adults or children at risk of harm
- Information on your health
- Opinions on your character.

Your data is held securely in files in our offices and on our computer systems and in our archiving facility.

The source of the personal data, details of whether individuals are under a statutory or contractual obligation to provide the personal data & the retention periods for the personal data

We obtain your data from you when you complete our Volunteer Enrolment Form or register your interest through our website. We obtain additional data during the recruitment process and pre-placement checks¹.

If you volunteer with us, we will obtain more data about you in the course of your volunteer placement.

If the volunteer placement ends, we will hold records that contain your data for no longer than is necessary, as per the retention periods specified in our Records Retention and Disposal Schedule (RRDS).

Purposes of processing

We process information about you to in order to make contact with you during the initial stages of your application to volunteer. The additional information we ask for on your enrolment form allows us to assess your suitability to volunteer within Positive Futures and to ensure your safety for the duration of your volunteering. We also need this information to place you in a volunteer opportunity that matches your availability and that meets your personal goals for volunteering.

Lawful basis for processing, the legitimate interests for the processing, the rights available to individuals in respect of the processing & the right to withdraw consent

Positive Futures process your data for the purposes of legal compliance and because we have a legitimate interest in processing your data in recruiting, managing and developing suitable volunteers.

¹ Since you are a volunteer, you are not under any contractual obligations to provide us with your data but you must provide Access NI with the necessary information to enable them to carry out the appropriate level of disclosure before we can offer you a volunteer placement in accordance with Part V Police Act 1997



Privacy Notice – Volunteers

Depending on the purpose and legal basis for processing your data you will have different rights. Under the UKGDPR, some of your rights are ‘qualified’ meaning there may be circumstances where some of your rights do not apply.

- You, or where applicable the person who has parental responsibility for you, your next of kin, carer or advocate, may have the right to access to your data. You can do so by submitting a Subject Access Request Form (available on our website) or by speaking to your Volunteer Supervisor
- You may have the right to have your data erased
- You may have the right to have the processing of your data restricted
- You may have the right to have your data rectified if it is incorrect or completed if it is incomplete
- You may have the right to data portability meaning you may obtain and reuse the data we hold about you for your own purposes across different services
- You may have the right to object to your data being processed.

The right to withdraw consent

We rely on your consent to be able to process photographic images of you for the purposes of PR & marketing. If you do not sign a Media Consent Form, we will not process images of you for the purposes of PR & marketing.

You have the right to withdraw your consent at any time and you can do so by speaking to your Volunteer Supervisor.

The recipients or categories of recipients of the personal data

Your personal and special category data is shared with the Volunteer Co-ordinator, the Volunteer Supervisor and the relevant Manager as appropriate.

Positive Futures use data processors who are responsible for processing personal data on behalf of Positive Futures such as our training provider.

The details of transfers of the personal data to any third countries or international organisations

Your data is not transferred to any third countries or international organisations

The details of the existence of automated decision-making, including profiling

We do not process your data for the purposes of automated decision-making, including profiling.



Privacy Notice – Volunteers

The name and contact details of our organisation / representative / data protection officer

For further information, contact the Information Manager at:

- Positive Futures, 2b Park Drive, Bangor, BT20 4JZ
- 028 9147 5720
- dataprotection@positive-futures.net
- <https://www.positive-futures.net/contact-us>

The right to lodge a complaint with a supervisory authority

You have the right to lodge a complaint with the Information Commissioner's Office (ICO) if you are concerned about Positive Futures' information rights practices. Visit <https://ico.org.uk/concerns/> for further information or call their helpline on 0303 123 1113.