

VOLUNTEER PRIVACY NOTICE

Purpose of this Privacy Notice	<p>This Privacy Notice tells you what to expect us to do with your personal information during your application and placement as a volunteer.</p>
Our Contact Details	<p> Positive Futures 2b Park Drive, Bangor, BT20 4JZ 028 9147 5720 dataprotection@positive-futures.net </p>
What information we collect and use and why	<p>We collect or use the following personal information as part of volunteer recruitment, administration and management</p> <ul style="list-style-type: none"> • Contact Details (e.g name, address, telephone number, personal email address) • Date of Birth • Gender • Marital Status • Next of kin or emergency contact details • References • Details of any criminal convictions (e.g Access NI) • Training and development needs <p>We also collect the following special category information for volunteer recruitment, administration and management</p> <ul style="list-style-type: none"> • Health information <p>Our lawful bases for collecting or using personal information for volunteer recruitment, administration and management is:</p> <ul style="list-style-type: none"> • Legal obligation • Legitimate interest • Consent <p>Positive Futures has a legitimate interest in processing information for volunteer recruitment, administration and management to assess your suitability as a volunteer, to support you to provide safe and effective support to the people we support and to ensure your safety for the duration of your placement.</p>

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Where we get your personal information from	<p>We collect your personal information from the following places:</p> <ul style="list-style-type: none"> • From volunteers directly • Referees • Security clearance providers
How long we keep information	<p>We will hold records that contain your information for no longer than is necessary, as per the retention periods specified in our Records Retention and Disposal Schedule</p>
Who we share information with	<p>Your information is shared with the Volunteer Supervisor and the relevant service/department Manager as appropriate.</p> <p>Positive Futures use third parties (data processors) who are responsible for processing personal information on behalf of Positive Futures such as our training provider</p>
Data protection rights	<p>Under data protection law, you have rights including:</p> <ul style="list-style-type: none"> • Right of access – you have the right to ask us for copies of your personal data • Right to rectification – you have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete • Right to erasure – you have the right to ask us to erase your personal data in certain circumstances • Right to restrict processing – you have the right to ask us to restrict the processing of your personal data in certain circumstances • Right to object to processing – you have the right to object to the processing of your personal data in certain circumstances • Right to data portability – you have the right to ask that we transfer the personal

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	<p>data you gave us to another organisation or to you in certain circumstances</p> <ul style="list-style-type: none"> • Right to withdraw consent – when we use consent as our lawful basis you have the right to withdraw your consent <p>You don't usually need to pay a fee to exercise your rights. If you make a request we have one calendar month to respond to you.</p> <p>To make a data protection request please contact us using the contact details at the top of this privacy notice</p>
<p>Transfers of personal data to any third countries or international organisations</p>	<p>Your data is not transferred to any third countries or international organisations</p>
<p>How to complain</p>	<p>If you have any concerns about the use of your personal information you can make a complaint to us using the contact details at the top of this privacy notice.</p> <p>If you remain unhappy with how we have used your information after raising a complaint with us you can also complain to the Information Commissioner's Office (ICO)</p> <p>The ICO's address:</p> <p>Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF</p> <p>Helpline number: 0303 123 1113 Website: https://www.ico.org.uk/make-a-complaint</p>