

Volunteer privacy notice

Introduction

The Jon Egging Trust ('JET') collects and processes personal data relating to its volunteers to manage the recruitment process and volunteer relationship. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

Who are we?

The Jon Egging Trust is a registered charity in England and Wales (1156265) and in Scotland (SC048666) and a company limited by guarantee (8908969). We are also registered with the Information Commissioner's Office (ICO) ZA456145. Our registered address is:

Acre House
11/15 William Road
London
NW1 3ER

What information do we collect?

We collect and process a range of information about you. This includes:

On application:

- Your name, address and contact details, including email address and telephone number
- Your date of birth if under 18
- Details of your skills and experience
- Whether or not you have any health conditions, disabilities or extra support needs that we should be aware of when organising your volunteering so we can make any reasonable adjustments where necessary
- Information about your entitlement to volunteer in the UK
- Equal Opportunities - during the application process, you are given a link to complete an **anonymous** online survey to collect equal opportunities monitoring information, including information about your age, gender, ethnic origin, sexual orientation, religion and health. This data is collated by our external HR consultants, HR Services Partnership Ltd.

If successful in your application

- Next of kin and emergency contact details
- Driving licence and car insurance details (where appropriate for the role)

- Bank account details (to repay expenses)
- Details of training you have participated in, your volunteering dates and times and activities you have been involved in

DBS check

If your application is successful and where appropriate for the role, we will ask you to apply for a DBS (Disclosure and Barring Service) check. If there are no offences listed, we will receive a snapshot of the certificate directly from the DBS. If there are offences recorded, we will only receive an email from the DBS that offences have been recorded and we will ask you to share a copy of the certificate you have received with us.

How do we collect information about you?

We collect information from your application form, your passport or other identity documents and through responses to interview questions. We will also collect information from forms completed by you and from meetings during your volunteering with us.

We will also collect personal data about you from third parties – references are always sought, and a DBS check may be required depending on the nature of the role. Where a DBS is applicable, this will be stated in the volunteer role description. We will seek information from third parties only once the offer of a volunteer role has been made and we will inform you that we are doing so.

Where do we store your data?

Data is stored on our email and IT systems on servers based inside the European Economic Area (EEA). Once your bank account details have been stored on our online bank account they are deleted from emails and documents containing them are deleted/destroyed. We do not keep paper copies of any documents.

Why do we process personal data?

We have a **legitimate interest** in processing personal data during the recruitment process and during and after the volunteer relationship.

Processing data from volunteers allows us to manage the recruitment process, assess and confirm a candidate's suitability for a volunteer role with us, maintain accurate and up to date records of our volunteers, plan for volunteer development and provide references on request for current or former volunteers.

Where we rely on legitimate interests as a reason for processing data, we have considered whether those interests are overridden by the rights and freedoms of applicants and volunteers and have concluded that they are not.

We need to process data to ensure that we are complying with our **legal obligations**.

We are required to check a successful applicant's eligibility to volunteer in the UK before volunteering begins. We will process your personal data to ensure that we fulfil our legal obligations in this area. We take a copy of passports or other right to work documents at interview.

For some roles, we are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to meet our obligations regarding safe recruitment of volunteers to work with children and young people.

We process health information if we need to make reasonable adjustments for volunteers who have a disability. This is to carry out our obligations and exercise specific rights in relation to the Equalities Act 2010. As this is Special Category Data, the additional lawful basis for processing this is that the processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the volunteer.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion, this is for equal opportunities monitoring purposes and is collected **anonymously**.

We may also need to process data from applicants and successful volunteers to respond to and defend against legal claims.

We will not use your data for any purpose other than managing the recruitment exercise and volunteer relationship.

Who has access to your data?

Your information will be shared internally with our Administration Team, Volunteer Management Team and your line manager.

If your application to become a volunteer is successful, we will then share your data with your referees to obtain references for you.

Our IT support is provided by an external contractor (Rejuvenate) with whom we have a Data Protection Agreement in place. They have access to our system only under staff supervision and with prior consent and

only when it is necessary to troubleshoot IT operating problems. They have no direct or unsupervised access to personal data.

We do not share any data with third parties.

How do we protect your data?

We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by authorised employees in the performance of their duties. We also have appropriate technical measures in place to ensure the security of your data.

We do not engage third parties to process personal data on our behalf.

How long do we keep your data?

If your application for a volunteer position is unsuccessful, we will securely delete or destroy your application within one month or if you object sooner.

If your application for a volunteer role is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained for the duration of your time as a JET volunteer and for two years after you cease to volunteer.

The DBS snapshot will be kept on file for a period of 6 months only. A record will be made on your file that a check has been carried out, including the unique disclosure number, type of check carried out and the issue date.

Next of kin/emergency contact details and driving licence and car insurance information will be deleted within one week of you ceasing to be a JET volunteer. Beyond two years, we may keep a summary record of the period you volunteered with us, including your name and a brief description of your role and your strengths so that we can provide a reference for you in the future.

Your rights

Under data protection legislation, you have a number of rights. You can:

- Access and obtain a copy of your data on request (subject access request)
- Require JET to change incorrect or incomplete data
- Require JET to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing

- Object to the processing of your data where JET is relying on its legitimate interests as the legal ground for processing
- Ask JET to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override JET's legitimate grounds for processing data
- Complain to the ICO

If you would like to exercise any of these rights, please contact our data protection lead:

Email: info@joneggingtrust.org.uk

Telephone: 0300 123 3044

Post: The Jon Egging Trust, PO Box 17617, Redditch B97 9RU

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to JET during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

Certain information has to be provided once you are accepted as a volunteer to enable us to administer the volunteer relationship effectively and to ensure your health and safety. If you do not provide this information, we will be unable to proceed with you as a JET volunteer.

Automated decision-making

Our recruitment processes are not based on automated decision-making.

Jon Egging Trust	Author	Document	Issue	Checked	Pages
11/09/2019	Laura Mears	1	2	Laura Mears	5