

## Volunteer Privacy Statement

YMCA Trinity Group is aware of its obligations under the Data Protection Act 2018 and is committed to processing your data securely and transparently. This privacy statement sets out, in line with Data Protection, the types of data that we hold on you as a volunteer of YMCA Trinity Group. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

This statement applies to current and former volunteers. This statement does not form part of any contract of employment or other contract to provide services, and we may update this statement at any time.

### Data controller details

YMCA Trinity Group is a data controller, meaning that it determines the purposes for which we collect and use your personal data, and the processes to be used when using your personal data. Our contact details are as follows:

YMCA Trinity Group  
Queen Anne House  
Gonville Place  
Cambridge  
Cambridgeshire  
CB1 1ND

### Data protection principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for the course of your volunteering, and in ways that have been explained to you
- only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it
- process it in a way that ensures it will not be used for anything that you are not aware of or have not consented to (as appropriate), lost or destroyed

### Types of data we process

We can hold many types of data about you, including:

- your personal details including your name, address, date of birth, personal email address, phone numbers
- your photograph
- gender
- marital status
- next of kin and their contact numbers
- medical or health information including whether or not you have a disability

- information used for equal opportunities monitoring about your nationality, marital status, religion or belief and ethnic origin
- information included on your application form including references, education history and employment history
- documentation to prove your identity
- driving licence & vehicle insurance
- bank details for expenses claims
- National Insurance number
- Professional Membership Details (where applicable)
- current and previous role titles, role descriptions, pay grades and other terms and conditions relating to your volunteering with us
- details of your criminal record
- training details and copies of training certificates
- CCTV footage
- building entry card records.

### **How we collect your data**

We collect data about you in a variety of ways and this will usually start when we undertake a recruitment exercise where we will collect the data from you directly. This includes the information you include in your application form or a cover letter, or notes made by our managers during a volunteer interview. Further information will be collected directly from you when you complete forms at the start of your volunteering, for example, your bank and next of kin details. Other details may be collected directly from you in the form of official documentation such as your driving licence, passport.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.

Personal data is kept in personnel files or within YMCA Trinity Group's HR and IT systems.

### **Why we process your data**

The law on data protection allows us to process your data for certain reasons only:

- in order to perform the volunteer agreement that we are party to
- in order to carry out legally required duties
- in order for us to carry out our legitimate interests
- to protect your interests and
- where something is done in the public interest.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data. For example, we need to collect your personal data in order to:

- carry out the volunteer contract that we have entered into with you and
- ensure you are paid expenses.

We also need to collect your data to ensure we are complying with legal requirements such as:

- carrying out checks in relation to safeguarding volunteers and clients
- making reasonable adjustments for disabled volunteers.

We also collect data so that we can carry out activities which are in the legitimate interests of YMCA Trinity Group. We have set these out below:

- making decisions about who to offer initial volunteer opportunities to, and subsequent internal appointments, promotions etc
- maintaining comprehensive up to date personnel records about you to ensure, amongst other things, effective correspondence can be achieved and appropriate contact points in the event of an emergency are maintained
- effectively monitoring both your conduct and your performance and to undertake procedures with regard to both of these if the need arises
- offering a method of recourse for you against decisions made about you via a grievance procedure
- assessing training needs
- dealing with legal claims made against us
- preventing fraud
- ensuring our administrative and IT systems are secure and robust against unauthorised access

### **Special categories of data**

Special categories of data are data relating to your:

- health
- sex life
- sexual orientation
- race
- ethnic origin
- political opinion
- religion
- trade union membership
- genetic and biometric data.

We must process special categories of data in accordance with more stringent guidelines. Most commonly, we will process special categories of data when the following applies:

- you have given explicit consent to the processing
- we must process the data in order to carry out our legal obligations in the field of employment, social security and social protection law
- we must process data for reasons of substantial public interest
- you have already made the data public.

We will use your special category data:

- for the purposes of equal opportunities monitoring
- to determine reasonable adjustments
- to monitor and record COVID-19 infections see appendix page 7

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations or exercise specific rights under employment law, which also relates to volunteering. However, we may ask for your consent to allow us to process certain particularly sensitive data. If this occurs, you will be made fully aware of the reasons for the processing. As with all cases of seeking consent from you, you will have full control over your decision to give or withhold consent and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time. There will be no consequences where consent is withdrawn.

### **Criminal conviction data**

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your volunteering. We use criminal conviction data in the following ways:

- To allow information to be discussed and considered before a formal Disclosure and Barring Service (DBS) check is submitted
- To confirm whether you are recorded on the relevant Barred list, if your role is a Regulated Activity (as defined by DBS)
- To manage our safeguarding requirements

We rely on the lawful basis of section 122(2) of the Police Act and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 to process this data.

### **If you do not provide your data to us**

One of the reasons for processing your data is to allow us to carry out our duties in line with your volunteering agreement. If you do not provide us with the data needed to do this, we will be unable to perform those duties. We may also be prevented from confirming, or continuing with, your volunteering with us in relation to our legal obligations if you do not provide us with this information e.g. confirming your legal status for carrying out your volunteering via a criminal records check.

### **Sharing your data**

Your data will be shared with colleagues within YMCA Trinity Group where it is necessary for them to undertake their duties. This includes, for example, your line manager for their management of you, the HR department for maintaining personnel records.

We share your data with third parties as follows:

- obtain references as part of the recruitment process – as given by you on your application form
- Pyramid - to process your expense payments
- Auditors
- IRIS Cascade HR – To process your electronic Personnel file
- Training providers – To register you for courses
- Grant funders – To demonstrate compliance with funding application
- Charity Commission – Board of Trustees & Chief Executive only
- Companies House – Board of Trustees only

We may also share your data with third parties as part of a Company sale or restructure, or for other reasons to comply with a legal obligation upon us.

We do not share your data with bodies outside of the European Economic Area.

### **Protecting your data**

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such:

- Secure storage of paper HR files – lockable, fire proof cabinets
- Comprehensive ICT policy and procedures
- Data Transfer policy
- Limiting access to your data on Cascade via hierarchy profiles
- Archive policy and procedure

Where we share your data with third parties, we request copies of their policies to ensure that your data is held securely and in line with Data Protection requirements. Third parties must implement appropriate technical and organisational measures to ensure the security of your data. Copies of these policies are available

<Y:\General Admin\GDPR\External Software Company Privacy Policies>

We do not allow our third party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with documented instructions.

### **How long we keep your data for**

In line with data protection principles, we only keep your data for as long as we need it for, which will be at least for the duration of your volunteering with us though in some cases we will keep your data for a period after your volunteering has ended. Retention periods can vary depending on why we need your data, as set out in our Retention Schedules.

## **Automated decision making**

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

## **Your rights in relation to your data**

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy statement
- the right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request. You can read more about this in our Subject Access Request policy which is available from HR.
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
- the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we may stop processing the data (whilst still holding it) until we have ensured that the data is correct
- the right to portability. You may ask that we transfer the data that we hold on you to a third party, for your own purposes
- the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests
- the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact a member of the HR team.

## **Making a complaint**

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.

## **Changes to this Privacy statement**

We reserve the right to update this statement at any time, and we will provide you with a new privacy statement when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal data.

## **Appendix: Covid-19**

YMCA Trinity Group aims to provide a safe working environment for our staff, volunteers and clients.

YMCA Trinity Group has a legitimate interest to record and process absence and testing data related to COVID-19. This data falls under 'special category data' as it is medical data.

COVID-19 data processing will be for the conditions of health and social care and for public health; specifically of infection control (including 'track & trace' + RIDDOR reporting) and workforce planning.

Should you believe you, or a member of your family, is infected with or absent due to COVID-19/ Corona Virus, please inform your line manager as soon as possible.

If a volunteer, either through workplace referral or self-referral has a COVID-19 test, we request that they inform us of their test date and the outcome as soon as it is received. Failing to report a suspected Covid-19 infection or test outcome may result in your volunteer placement with YMCA Trinity Group being suspended.

COVID-19 related absence records and testing data will be securely recorded on Cascade and processed by the HR department. Sight of these records is limited to the individual and their departmental line managers as per the organisational hierarchy (line manager's supervisor up to relevant Executive).

In order to fulfil our 'track & trace' responsibilities, data on positive COVID-19 test results will be shared anonymously with relevant colleagues. To fulfil our RIDDOR reporting responsibilities we would have to disclose, confidentially, further details of the individual affected as a legal requirement.

## **COVID-19 Retention schedule**

Medical records related to COVID-19, including test outcomes, are planned to be permanently deleted after 3 years. This retention schedule for this data will be under constant review and may be shortened or extended without notice.

This appendix to the Volunteer Privacy Notice can change at any time and without notice. The most up to date version can be located via Cascade documents.