



Nottinghamshire County Council

Volunteering with the Council Privacy Notice

Introduction

This privacy notice explains how the Council uses your data to organise and manage volunteering activities with the Council.

Who will be using your data?

Nottinghamshire County Council will be the data controller for the data you provide to us.

We may also contract third party organisations to process your data on our behalf.

What personal data do we use?

The personal data we collect varies according to volunteering role but includes:

- Personal contact details, such as name, address, telephone number and email address
- Gender
- Date of birth
- Next of kin and emergency contact information
- Bank account details if expenses are applicable
- Recruitment information (including references and any other information supplied by you as part of the volunteer application process)
- Personal data regarding driving licence/car for the motoring checklist, if applicable
- Volunteering records (e.g. volunteering history, volunteering hours etc.)
- Complaints/problem-solving information
- Photographs
- CCTV footage
- Information about your use of our information and communication systems (where you have access to our networks)

What types of special category personal data do we need from you?

- Information about your racial or ethnic origin
- Information about your physical and mental health
- Information about criminal convictions and offences, including information from the Disclosure and Barring Service

Why do we use your data?

We collect and use personal data about you to facilitate your volunteering relationship with us. Typically for:

- To support your recruitment to a volunteering role and your continued work as a volunteer
- Checking your references
- Education, training and development requirements
- Dealing with legal disputes involving you, or others, including accidents while volunteering
- Complying with health and safety obligations
- To prevent fraud
- Equality and diversity monitoring
- To conduct research studies to better understand volunteer recruitment and retention and to plan future services
- To request relevant Disclosure and Barring Service (DBS) checks

What legal reasons allow us to use your data in this way?

Our legal basis for processing your personal data is that it is necessary to perform our public tasks as a local authority, and that you have given your consent for marketing.

Our legal basis for processing your special category personal data is that it is for reasons of substantial public interest.

Our legal basis for processing data about criminal convictions, criminal offences or related security measures is substantial public interest.

Who may we share your data with or receive it from?

We will only share information when it is necessary to do so. Where applicable, we may share your data with a trusted partner organisation or commissioned provider for the explicit and only purpose of processing your volunteering request.

We may share your personal data with the following categories of recipients:

- Healthcare, social and welfare organisations and professionals
- Occupational health
- Regulatory bodies (e.g. Health and Social Care Council)
- Auditors
- The Police or other law enforcement and prosecuting authorities
- The Disclosure and Barring Service
- Courts and tribunals

We may also share your personal data with third parties, as directed by you.

Sometimes we need to disclose your personal data to third parties where they have legitimate reason for the information and we have a legal basis to disclose it.

May personal data be transferred overseas?

The Council may for operational purposes transfer personal data overseas. In these cases, we will ensure that your personal data is protected and there are safeguards for the protection of your rights. Please refer to the [County Council's privacy statement](#) for further details.

How long is your data kept for?

This information is held in accordance with the Council's retention schedule – see [here](#).

What will happen if you do not provide or we cannot obtain the data needed?

- We could not offer you volunteer positions at the council.
- We would be unable to run volunteer activities.

Does the service make decisions using fully automated processes?

No.

What rights do you have over this use of your data?

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process
- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making
- To withdraw your consent (if it the legal reason why we use your data).

Some of these rights are subject to exceptions. Please refer to the [County Council's privacy statement](#) part 10 for further details.

Contact the Data Protection Officer:

If you have any concerns about how the Council is using your data, you can contact the Council's Data Protection Officer by writing to:

DPO@nottsc.gov.uk

Or

Data Protection Officer
Nottinghamshire County Council
County Hall
West Bridgford
Nottingham
NG2 7QP

Please see the County Council's privacy statement for further information:

<http://www.nottinghamshire.gov.uk/global-content/privacy>

Contact details of the Information Commissioner's Office:

If you are unhappy with how your data has been processed by the Council or you feel your data protection rights have been breached, you have the right to complain to the Information Commissioner's Office at:

www.ico.org.uk

Or

Wycliffe House
Water Lane
Wilmslow
SK9 5AF

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