

Privacy Notice for Volunteering

Introduction

This notice is provided within the context of the changes required by the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). This document will therefore be subject to ongoing review to ensure it continues to align with the requirements of all applicable legislation.

Service description

In order for Thanet District Council to provide the Volunteer Service, it is necessary for the Council to collect, store and process some personal data.

What type of information we would hold

To provide these services, we may need to process some personal data including gender, religious beliefs and cultural identity; as well as some sensitive data, including criminal convictions, racial or ethnic origin, mental or physical health and sexual orientation.

We collect and process the following information:

- Name and contact details
- Volunteer availability
- Emergency contact details
- Age if volunteers are 16-18 years old with parent or guardian consent
- Attendance on any inductions or training
- Pre-existing medical conditions or disabilities, and where necessary, documented on an individual risk assessment
- Reasonable adjustment for disabled volunteers
- Accidents or serious injuries involving the volunteer
- Information required to complete a DBS check, where appropriate
- When a volunteer has not consented to appear in TDC publicity such as photographs or videos
- Where a volunteer has used the Council's Complaint Procedure

TDC has a statutory duty to ensure the safety of children, young people and vulnerable adults and this extends to the work of all officers, contractors and volunteers undertaking duties on behalf of TDC. In the unlikely event that there is a safeguarding concern about a volunteer, we reserve the right to process such personal data in accordance with the TDC Safeguarding policy.

Where we get your information from

Thanet District Council can obtain information from a variety of sources, including;

- [Cemeteries and Churchyard Group Volunteering Application Form](#)
- [Individual application form](#) - Cemeteries and Churchyard

- [Beach Cleans Form](#)
- [Litter Pick](#)
- [End of Placement form](#)

How your information will be used

The information you have shared with Thanet District Council may be used in a number of ways, for example:

- To best place the volunteer in the most appropriate role to meet their needs and that of the Council and the people we serve;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures in order to protect vulnerable adults and young people;
- To process, investigate and respond to your report or complaint;
- For statistical analysis and measuring the impact of volunteering projects
- To prevent and detect fraud, corruption and criminal activity and where necessary, for law enforcement functions;

The information you provide is not used for:

- automated decision making (making a decision by automated means without any human involvement)
- profiling (automated processing of personal data to evaluate certain things about an individual)

In occasional circumstances, we may use your personal information:

- Where we need to protect your interests (or someone else's interests), such as in a medical emergency.
- Where it is needed in the public interest.

Who we will share your information with

We may share your information with and obtain information about you from other agencies, including Kent Police, Kent Fire and Rescue Service, Kent County Council, the NHS and 1 probation services and agencies that are part of the Kent and Medway Information Sharing protocol. We will not share your information with any other person or company, except where required to do so by law.

Why we are allowed to use your information

Under the General Data Protection Regulation, Local Authorities can use information to carry out tasks that are in the public interest (Article 6(1)(e)), as well as to provide services that we are under a statutory obligation to provide (Article 6(1)(c)). Most personal information is processed to comply with a legal obligation.

We may process special category personal data *only* where it is necessary, which includes personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, data concerning health or data concerning a natural person's sex life or sexual orientation. We will only do this with your explicit consent; in compliance with a legal obligation or, to protect your vital interests (or someone else's interests) when you are not capable of giving your consent; or, where you have already published such information; or, where we need to use such sensitive data in connection with a legal claim that we have or may be subject to.

We may process criminal convictions and offence data as part of our safeguarding process and to carry out DBS checks. We collect and process information about criminal convictions for one or more of the following lawful grounds: with your consent; to comply with a legal obligation; or, less commonly, to protect your vital interests (or someone else's interests) when you are not capable of giving your consent; or, where you have already published such information; or, where we need to use such information in connection with a legal claim that we have or may be subject to.

How long we keep your personal information

We will endeavour to only keep information for as long as it is needed. However, some records will need to be retained for an appropriate period, for example financial records need to be kept for 7 years, prosecution files retained for 6 years and injury claims for 3 years. Once information is no longer required, it will be deleted or destroyed confidentially.

How we store your information

Your information is securely stored electronically on our secure computer systems. In recent years, TDC has moved to work much more digitally and as a result, the amount of paper files we use has significantly reduced.

Your data protection rights

The Data Protection Act 2018 in conjunction with the UK General Data Protection Regulation grants you a number of other rights. These include the right to rectify errors in your records, the right to withdraw consent given to process your data and the right to object to the use of your data. You have the right to be told if we have made a mistake whilst processing your data and we will self-report breaches to the Information Commissioner.

For more information on your rights, how we process your personal information and how to make a subject access request, please visit <https://www.thanet.gov.uk/privacy-statement/>
This is also available in other formats (e.g. print).

Under data protection law, you have rights, including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify information you think is inaccurate and to ask us to complete information you think is incomplete.

- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you wish to make a request, please contact us at:

Information Governance Team
Thanet District Council
Cecil Street,
Margate,
CT9 1XZ

Email: dataprotection@thanet.gov.uk

How to complain

If you wish to complain about how we are processing your personal information please contact:

The Data Protection Officer
Thanet District Council,
Cecil Street,
Margate
CT9 1XZ

Email: dataprotection@thanet.gov.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: www.ico.org.uk