



## **Reach Learning Disability**

### **Volunteer Privacy Notice**

#### **Who we are:**

Reach Learning Disability Registered in England & Wales Company No. 03724275 Registered Charity No. 1076318 of Prebend Passage, Southwell, Notts NG25 0JH.

Reach Learning Disability is committed to maintaining the trust and confidence of our volunteers and to protecting your privacy.

This statement explains when, how and why we collect information about you, how we use it, the circumstances in which we may disclose it to others and the way we work to keep your information safe and secure. For the purposes of this notice Reach Learning Disability is the Data Controller.

In compiling this statement, Reach Learning Disability has considered the Data Protection Act 1998, the General Data Protection Regulation 2016 and the Privacy and Electronic Communication Regulations 2003.

#### **What information we collect**

The information we collect will vary depending on reason for our interaction with you but may include your name, postal address, phone number, email address, date of birth, next of kin, medical history, bank details, your IP address (the location of your computer on the internet), pages accessed on our website, information about your interests and hobbies and any other information that is reasonably necessary.

#### **How do we collect your information?**

We will collect your personal data from our volunteer registration documentations and personal information forms or when you supply any information to us by responding to a volunteer opportunity. We also collect information when you correspond with us or use the site to make enquiries.



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#### Why do we collect your information?

We collect information about you to be able to effectively co-ordinate volunteer opportunities to you and to ensure your health and well-being whilst volunteering for us. We also need to comply with our administrative duties, financial regulations and the law.

#### How will your information be used?

Naturally it is in our interests to protect your privacy so that we develop a long and trusted relationship with you. We may use your information to:

- fulfil your request to receive a service from us or to provide you with any requested information
- process and verify any financial transactions arising from donations to us, purchases from us or other payments. We will only communicate with you about fundraising where we have your clear, unambiguous invitation to do so. Updating your preferences can be carried out at [www.reachuk.org/opt-in](http://www.reachuk.org/opt-in).
- record and process any interaction we have with you
- process any job or volunteering role application
- communicate with you about our services and our mission
- comply with our administrative duties, financial regulations, health and safety legislations and insurance requirements which are essential for the running of events.

#### Who will your information be shared with

We only share your personal information to the extent we need to. Recipients of your personal data may include but not be limited to

- Nottinghamshire County Council (for the purposes of DBS checks)
- Medical professionals in the event of a medical emergency or if you are unwell
- The Police, courts or any other regulatory authority
- Other bodies in order to fulfil our health and safety, insurance and other legal duties.

If we do ask a third party to help us, we will carry out checks to ensure they are trusted and reputable and that their systems will protect and keep your data safe.



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#### **Storing your personal information**

We take the security of your information seriously and are bound by law to ensure your information is kept safely. We will use all reasonable efforts to do this. In the unlikely event that our processes do not meet our high standards we will tell you immediately.

When we collect information, we will only collect what we need and keep it to a minimum. We will adhere to our internal policies and will abide by laws and the recommendations of regulatory bodies such as the Information Commissioners Office and the Charity Commission. We will take appropriate physical, electronic and managerial measures to ensure that we keep your information secure. Information kept on our computer systems and technical devices are encrypted with passwords to prevent unauthorised access.

We retain the personal data processed by us for as long as is considered necessary for the purpose for which it was collected (including as required by applicable law or regulation).

In the absence of specific legal, regulatory or contractual requirements, our baseline retention period for records and other documentary evidence created in the provision of services is seven years. However as stated above this will vary according to the purposes for which data was collected.

#### **What are your rights?**

You have the right to:

- request a copy of your information (known as a subject access request)
- request rectification or erasure of your information,
- request a restriction on the processing of your information, and,
- object to processing of your information,
- complain to the Information Commissioner's Office about the way Reach Learning Disability processes your information.
- set your browser to remove or reject cookies before using Reach Learning Disability websites.



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If you require further information about the use of your data or would like to exercise any of the above rights, please contact Liz Bowes-Hall on the details at the bottom of this page.

#### The right to erase your details

The right to erasure is not absolute and only applies in certain circumstances.

The right to erasure does not apply if processing is necessary for one of the following reasons:

- to exercise the right of freedom of expression and information;
- to comply with a legal obligation;
- for the performance of a task carried out in the public interest or in the exercise of official authority;
- for archiving purposes in the public interest, scientific research historical research or statistical purposes where erasure is likely to render impossible or seriously impair the achievement of that processing; or
- for the establishment, exercise or defense of legal claims.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

#### Contact

If you would like to discuss anything in this privacy notice, please contact: Liz Bowes-Hall at: email [liz.boweshall@reachuk.org](mailto:liz.boweshall@reachuk.org); telephone 01636 819066; in writing to Reach Learning Disability, Prebend Passage, Southwell, Nottinghamshire, NG25 0JH.

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