

Volunteer Privacy Notice

Data Controller:	Cambridgeshire Community Services NHS Trust ICO Registration: - Z2187662		
Purpose for using data:	<u>Volunteer Activities</u> Recruitment checks, recording details of completed training, recording details of completed volunteer hours, contacting volunteers to inform of available opportunities, communication with volunteers, equal opportunities monitoring and audit.		
Personal Data:	Name Address Date of birth Contact details Disclosure & Barring Service (DBS) checks ID & Right to Work checks Occupational Health clearance Photograph of volunteer	Lawful Basis	Consent
Special Category data:	Disability; medical information; gender; gender reassignment; sexual orientation; relationship status; pregnancy & maternity; ethnicity; religious belief; age	Special category condition	Consent
Third party Source of data:	No external third-party sources of data		
Sharing with third party and reason:	Occupational Health Service to ensure volunteer is fit for post. Disclosure & Barring Service to carry out required recruitment checks.		
Automated decisions:	There is no automated decision making		
Retention Period:	Your data will be stored securely and held and destroyed in accordance with our Retention Schedule.		
Transfer outside UK:	Information relating to volunteers will be recorded using Better Impact Software Ltd, who host their servers in Canada. Please see: https://www.betterimpact.co.uk/privacy-policy/ for details of Better Impact's privacy policy.		
Exercising your rights:	You have rights over the data we hold. You have a right to be informed; of access; and to ask for rectification or erasure and to portability. If you would like to exercise any of these rights, please contact us at ccs.accesstoinfo@nhs.net . We will consider every request and if there is any reason we cannot agree to it, we will let you know why and how to appeal this decision.		
Data Protection Officer:	Monty Keuneman If you have any queries or concerns, please contact us at the above address. You can also contact the Information Commissioner's Office Information Commissioner's Office .		