



The Sara Lee Trust

How we use your personal information

PRIVACY NOTICE FOR VOLUNTEERS

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by [the Data Protection Bill/Act 2017 the General Data Protection Regulation 2016/679 (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act 1998].

Who are we?

This Privacy Notice is provided to you by Dan Redsull, Trust CEO who is the data controller for your data.

How do we process your personal data?

The data controllers will comply with their legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all of the following purposes (for example some of the role-holders are volunteers and no financial information will be processed for these role holders):

- To enable those who undertake care duties carry them out as required (e.g. visiting the bereaved, unwell etc)
- To enable us to meet all legal and statutory obligations
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all adults-at-risk are provided with safe environments
- To deliver our mission statement, and to carry out any other voluntary or charitable activities for the benefit those we support as provided for in the constitution and statutory framework of each data controller
- To administer the charity and donor records
- To fundraise and promote the interests of the charity;
- To manage and support our employees and volunteers
- To maintain our own accounts and records
- To seek your views or comments
- To notify you of changes to our services, events and role holders

- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities
- To process grants or applications
- To enable us to provide a voluntary service for those we support in a particular geographical area as specified in our constitution
- We will process data about volunteers for legal, personnel, administrative and management purposes and to enable us to meet our legal obligations, for example to reimburse role-holders, monitor their performance and to confer benefits in connection with their engagement as a Volunteer
- We may process sensitive personal data relating to Volunteers including, (as appropriate and relevant):
 - information about an Volunteer's physical or mental health or condition in order to monitor sick leave and take decisions as to the Volunteer's fitness for work;
 - the Volunteer's racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.

What data do the data controllers listed above process?

- Names, titles, and aliases, photographs.
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our charitable mission, or where you provide them to us, we may process demographic information such as gender, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, employment details and hobbies
- Non-financial identifiers such as passport numbers and national insurance numbers where required.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Other employee data (not covered above) relating to Volunteers including emergency contact information; gender, birth date, referral source (e.g. agency, employee referral), performance management information, languages and proficiency; licences/certificates, citizenship, immigration status; employment status, retirement date; prior job history, employment references and personal biographies.

What is the legal basis for processing your personal data?

Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party (such as another charitable organisation that works in partnership with us). An example of this would be our safeguarding work to protect adults at risk. We will always take into account your interests, rights and freedoms.

We will also process your data in order to assist you in fulfilling your role in the charity including care and administrative support or if processing is necessary for compliance with a legal obligation.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits. In general, we will keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access information we hold on you
 - At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within one month.
 - There are no fees or charges data requests.
2. The right to correct and update the information we hold on you
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
3. The right to have your information erased
 - If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.
 - When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).
4. The right to object to processing of your data
 - You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data.

Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.

5. The right to data portability
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.
7. You can withdraw your consent easily by telephone, email, or by post.
8. The right to object to the processing of personal data where applicable.
9. The right to lodge a complaint with the Information Commissioner's Office.

Transfer of Data Abroad

The Trust does not transfer any data out of the UK. Our website however is accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page www.saraleetrust.org/publications

This Notice was last updated in May 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the information we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller: Dan Redsull, 25 Upper Maze Hill, St Leonards on Sea, TN38 0LB

Email: info@saraleetrust.org

Telephone: 01424 457 969

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.