

## Volunteering Privacy Notice

At Seachange we are committed to protecting your privacy. We recognise your personal information belongs to you. We protect any personal information you give us when either you contact us in person, by phone, in writing or when using our website.

### Why do we hold personal information?

In line with our mission to promote and improve the health and well-being of people, we process personal information to enable us to:

- provide a voluntary service for the benefit of the public
- administer volunteer records; fundraise and promote the interests of the charity;
- manage and support our volunteers;
- maintain our accounts and records and other legal requirements
- generate statistics to demonstrate our performance and the impact of our work.

### What sort of personal information do we process?

- Your contact details
- An emergency contact and two references
- Your skills and interests
- Criminal convictions and if you are a driver volunteer whether you have any endorsements on your licence. A Disclosure and Barring Service (DBS) check will be made
- Monitoring information such as gender, employment and caring role, ethnicity, and disability.
- The type of volunteering and hours you volunteer
- Expenses claimed
- Information about incidents, accidents and near misses

#### Get in touch

Call: 01395 446896

Email: [help@seachangedevon.org](mailto:help@seachangedevon.org)

[www.seachangedevon.org](http://www.seachangedevon.org)

#### Find us

Seachange

East Budleigh Road, Budleigh Salterton EX9 6HF

Registered Charity No. 1196379



## How we use your information:

	Our reasons for processing	Our legitimate interests (where Applicable)
So we know you and offer you the best volunteering experience that is suitable for you	Your agreement to become a volunteer with us and the support we will provide Our Legal Duty e.g. Health and safety, DBS check Consent Our legitimate Interest	Keeping our records up to date Complying with regulations Providing a safe service for volunteers and clients
So we can monitor the inclusiveness	Legitimate Interest Research /statistics Consent	Demonstrate that we support volunteers regardless of ethnicity, health condition, disability and employment and caring roles
So we keep our vulnerable clients safe we seek a DBS check and ask about convictions	Your agreement to become a volunteer with us and the support we will provide Our Legal Duty	
So we can demonstrate our impact	Statistics (anonymised)	
So we process financial records accordingly	Our Legal Duty	
To remain safe and manage risk	Our Legal Duty	

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## How long do we keep information about you?

- Your volunteer registration for 6 years after you stop volunteering (in case you restart and to save your reregistering) and in line with time limits set under the Limitations Act.
- Anonymous statistical information will be kept ad infinitum and used in a summarised way to evidence our impact.
- Financial records will be kept for 7 years.
- Records of any accidents, incidents and near misses will usually be kept for 3 years but depending on the incident type this might be longer, as regulations dictate, but we will tell you.

## Can I withdraw my consent?

If we hold information about you because you have given consent you have the right to withdraw the consent e.g. from receiving event or promotional information. If you withdraw consent we will try to ensure that you can continue to be a volunteer safely.

## Your rights

You can exercise your rights below by contacting us, Seachange East Budleigh Road Budleigh EX9 6HF 01395 446896 [help@sechangedevon.org](mailto:help@sechangedevon.org)

## Right to complain

We take all complaints about data privacy very seriously. You may send your complaint to [help@seachange-devon.org](mailto:help@seachange-devon.org) or via the above address.

## You also have the right to complain to the regulatory authority

You can contact the Information Commissioners Office t: 0303 123 113 or via a link on their website <https://ico.org.uk/>

## Right to have details of your data we hold

You have a right to request details of the information we hold about you. It is free of charge and the law expects us to respond within one month and in an accessible format. You will need to prove your identity to us before we can respond.

## **Right to have errors corrected**

If you believe there may be an error in the information we have about you, please contact us and we will correct it.

## **You have a right to object**

You can object to us processing your information where we say we are doing so in our legitimate interest, direct marketing or for research and statistics.

## **Your right to restrict processing**

You can ask us to stop further processing of your information if you think it is inaccurate if we don't have a legitimate reason to process it if we no longer need it but you are considering/defending a legal claim or if you have objected to the processing and we are considering whether there are legitimate reasons that override your objection.

## **Right to have your personal information deleted**

Contact us if you wish to have your personal information deleted. Please note we may not be able to delete all or part of your data if it is a legal or contractual requirement to hold it e.g. financial transactions, or because we have anonymized your data and thus we cannot identify your information

## **Rights about automated decision-making and profiling**

Seachange does not use profiling or automated decision-making.

## **The care of your information**

We try to take great care of your information, whether held on paper or electronically. As part of the services offered to you, the information which you provide to us may be transferred to servers within the European Union ("EU") or countries and companies designated as adequate under the General Data Protection Regulation and provide similar protection to those located in the UK.