East of England Community Health and Care NHS Trust

# Volunteer Privacy Notice

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| **Data Controller:** | East of England Community Health and Care NHS Trust<br>ICO Registration: Z2396668 | | |
| **Purpose for using data:** | Volunteer Activities<br>Volunteer application, recruitment checks undertaken, recording details of completed training, recording details of completed volunteer hours, contacting volunteers to inform of available opportunities, communication with volunteers, demographic monitoring and audit. | | |
| **Personal Data:** | Name<br>Address<br>Date of birth<br>Contact details<br>Disclosure & Barring Service (DBS) checks<br>Overseas police checks if applicable<br>ID & Right to Work checks<br>Occupational Health clearance<br>References<br>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 role.<br>Digital Identity Service Provider (IDSP) to carry out identity checks.<br>Disclosure & Barring Service to carry out DBS check. | | |
| **Automated decisions:** | There is no automated decision making | | |
| **Retention Period:** | Your data will be stored securely and removed from our Better Impact account and other associated personal files in accordance with our retention schedule as follows:<br>• Applicants who do not progress to volunteering will have their record removed 1 year after archiving.<br>• Volunteer records will be removed 6 years after their finish date.<br>The Trust will then have no access to the volunteer's Better Impact profile. | | |
| **Transfer outside UK:** | Information relating to volunteers will be recorded using Better Impact Software Ltd, who host their servers in Canada. Please see: | | |

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| | https://www.betterimpact.co.uk/privacy-policy/ for details of Better Impact's privacy policy.<br><br>If applicants / volunteers wish their information to be completely removed from the wider Better Impact servers, they should email support@betterimpact.com with that request. Otherwise their profile is retained by Better Impact to allow individuals to more easily register with other organisations that use Better Impact. |
| **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 eec.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:** | Matthew Poole<br>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. |