

Dear Volunteer,

In May 2018 new Data Protection regulations come into force. Being transparent and providing accessible information to individuals about how we will use their personal data is a key element to Data Protection and the new EU General Data Protection Regulation (GDPR).

We have set out below information to explain this in a little more detail, please do not hesitate to get in touch if you need further information.

### **Privacy Notice – Volunteer Records**

During the course of our volunteer activities, Sussex Community NHS Foundation Trust collects, stores and processes personal information about prospective, current and former volunteers.

We recognise the need to treat volunteer personal data in a fair and lawful manner. No personal information held by us will be processed unless the requirements for fair and lawful processing can be met.

### **What types of personal data do we handle?**

In order to carry out our activities and obligations as an organization we handle data in relation to:

- Personal demographics (including gender, race, ethnicity, sexual orientation, religion)
- Contact details such as names, addresses, telephone numbers and Emergency contact(s)
- References and proof of eligibility to work in the UK and security checks
- Bank details if claiming for travel expenses
- Medical information including physical health or mental condition (occupational health information)
- Offences (including alleged offences), criminal proceedings, outcomes and sentences

The Voluntary and Community Development staff are trained to handle your information correctly and protect your privacy. We aim to maintain high standards, adopt best practice for our record keeping and regularly check and report on how we are doing. Your information is never collected or sold for direct marketing purposes.

Your information is not processed overseas.

### **What is the purpose of processing data?**

- Volunteer administration
- Volunteer recruitment
- Disclosure and Barring Service checks (criminal record checks)
- For occupational health administration
- Sharing with services where you are placed

We have a legal basis to process this as part of your volunteer agreement and as part of our recruitment processes following data protection rules and the General Data Protection Data (GDPR).

### **Sharing your information**

There are a number of reasons why we share information. This can be due to

- Our obligations to comply with current legislation
- Any disclosures of personal data to inform Occupational Health or services where you are based

Volunteer information is not shared with any third party unless it is applicable to your role and you will be informed i.e. for recruitment into a League of Friends Coffee Shop.



*Excellent care at the heart of the community*

We may have a legal duty to share information without obtaining permission. Examples of these are:

- To protect children or vulnerable adults who are not able to decide for themselves whether their information should be shared
- Crime prevention and/or reporting serious crime to the police
- A court orders us to do so
- Reporting events to the appropriate authorities, such as serious incidents

**To administer your travel expenses:** We use your bank details and national insurance number so that we can make travel expense payments.

**To manage other aspects of your volunteer relationship with Sussex Community NHS Foundation Trust:** The personal information we collect and use for this purpose will include (or be included in) information about your volunteer placement, any supervision notes, training compliance, information about any absence history and any referrals needed to Occupational Health, any incidences/problems whilst volunteering.

**To contact you or your nominated contact in the case of an emergency (either yours or ours):** We will ask you to provide us with home telephone numbers, mobile numbers and the names of people we can contact in an emergency. Where you nominate a contact for emergencies (e.g.a friend or relative) please ensure you advise them of this arrangement.

**Prevention and Detection of Crime and Fraud:** As a volunteer we ask you to complete a DBS form and a self-declaration form. We may use the information we hold about you to detect and prevent crime or fraud. We also need to ensure you have read and understood the DBS privacy policy for standard and enhanced checks: <https://www.gov.uk/government/publications/dbs-privacy-policies>

## Individuals Rights

Data Protection laws give individuals rights in respect of the personal information that we hold about you. These are:

- To be informed why, where and how we use your information
- To ask for access to your information
- To ask for your information to be corrected if it is inaccurate or incomplete
- To ask for your information to be deleted or removed where there is no need for us to continue processing it ( We keep securely all records for 6 years )
- To ask us to restrict the use of your information
- To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information
- To object to how your information is used
- To challenge any decisions made without human intervention (automated decision making)

Should you have any further queries on the use of your information, please contact your volunteer manager in the first instance.

Further advice can be sought from the Information Governance Team / Data Protection Officer on 01273 6666473 or [sc-tr.infogov.nhs.net](mailto:sc-tr.infogov.nhs.net)

Should you wish to lodge a complaint about the use of your information, please contact the Information Governance Team / Data Protection Officer.

If you are not happy with the outcome of your complaint, you can write to: The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF - Telephone: 01625 545700.