

## **Volunteer and Co-worker privacy notice**

### **Introduction**

This notice explains how we use personal information about you, which we collect during the application period and in the course of your time as a volunteer or co-worker with us. This privacy notice should be read in conjunction with Camphill Shared Lives Community Ltd. (CSLC) [Data protection policy](https://camphill-shared-lives.org.uk/wp-content/uploads/2021/11/Data-protection-policy.pdf) (<https://camphill-shared-lives.org.uk/wp-content/uploads/2021/11/Data-protection-policy.pdf>) and [Data Retention policy](https://camphill-shared-lives.org.uk/wp-content/uploads/2021/11/Data-retention-Policy.pdf) (<https://camphill-shared-lives.org.uk/wp-content/uploads/2021/11/Data-retention-Policy.pdf>).

The GDPR defines “personal data” as any information relating to an identified or identifiable natural person (a “data subject”).

We will retain your data for as long as is stated in the CSLC Data Retention policy.

We may update this notice at any time.

This notice does not form part of any contract.

### **Data breaches**

We are required under the GDPR to notify you without undue delay of any data breach which is likely to result in a high risk to your rights and freedoms.

### **Rights of a data subject**

As we collect data about you, you have certain rights regarding the personal data we collect about you.

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object

#### **1. The right to be informed**

CSLC Open Doors recruits volunteers for the Esk Valley Camphill Community (EVCC). CSLC is a community benefit society. The data protection officer of CSLC is Jonathan Reid email: [jgr@eskvalleycamphill.org.uk](mailto:jgr@eskvalleycamphill.org.uk) tel: 01287 213 054

#### **The purpose for which the personal data is collected:**

- The processing of personal data is necessary in order to take steps in the application process, at the request of the data subject (you) prior to entering into a contract with them.
- If you require a visa, some of the data processing is necessary for compliance with Home Office requirements



**Special categories of information:**

We use the following special categories of more sensitive personal information:

- copy of DBS, self-disclosure information (if applicable), police check from country of origin (if applicable)
- Information on health (health questionnaire)
- If you come on a visa: biometric residence passport

**We are allowed to collect more sensitive personal information if,**

- The processing is necessary for the purpose of carrying out the obligations and exercising specific rights of the data controller or of the data subject in the field of employment, social security, and social protection law (insofar as it is authorised by EU or EU Member State law or a collective agreement pursuant to EU Member State law which provides for appropriate safeguards for the fundamental rights and interests of the data subject)
- The processing is necessary for CSLC to pursue its legitimate objects, provided that the processing relates solely to the members or former members of that body or to persons who have regular contact with it in connection with its purposes and the personal data is not disclosed outside the body without the consent of the data subject.

**Personal data collection from third parties**

We collect personal data about you from two referees, whose names and contact details are provided by you.

**Information sharing with third parties**

We share your references and application form with the Avalon Group, which provides the legal, regulatory framework for the Shared Lives households in which EVCC co-workers and volunteers live and work. We also share personal data with relevant EVCC working groups (i.e. stewards, responsibility group, executives) where appropriate. If you join EVCC we will share your *about you* section from the application form with your prospective house coordinators and we will also share your arrival and leaving date, phone number and email with all EVCC co-workers and volunteers.

**2. The right of access**

Data subjects may make subject access requests (SARs) at any time to find out more about the personal data which CSLC holds about them, what it is doing with that personal data, and why. Data subjects wishing to make a SAR may do so in writing addressed to the CSLC's Data Protection Officer at 1 Briar Hill, Danby, Whitby, North Yorkshire YO21 2LZ.

Responses to SARs shall normally be made within one month of receipt.

**3. Right to rectification**

Data subjects have the right to require CSLC to rectify any of their personal data that is inaccurate or incomplete. CSLC shall rectify the personal data in question, and inform the data subject of that rectification, within one month of the data subject informing CSLC of the issue. In the event that any affected personal data has been disclosed to third parties, those parties shall be informed of any rectification that must be made to that personal data.

**4. Right to erasure**

Data subjects have the right to request that CSLC erases the personal data it holds about them in the following circumstances:

1. It is no longer necessary for CSLC to hold that personal data with respect to the purpose(s) for



which it was originally collected or processed;

2. The data subject wishes to withdraw their consent to CSLC holding and processing their personal data;
3. The data subject objects to CSLC holding and processing their personal data (and there is no overriding legitimate interest to allow CSLC to continue doing so)
4. The personal data has been processed unlawfully;
5. The personal data needs to be erased in order for CSLC to comply with a particular legal obligation.

Unless CSLC has reasonable grounds to refuse to erase personal data, all requests for erasure shall be complied with, and the data subject informed of the erasure, within one month of receipt of the data subject's request. The period can be extended by up to two months in the case of complex requests. If such additional time is required, the data subject shall be informed.

In the event that any personal data that is to be erased in response to a data subject's request has been disclosed to third parties, those parties shall be informed of the erasure (unless it is impossible or would require disproportionate effort to do so).

#### **5. The right to restrict processing**

Data subjects may request that CSLC ceases processing the personal data it holds about them. If a data subject makes such a request, CSLC shall retain only the amount of personal data concerning that data subject (if any) that is necessary to ensure that the personal data in question is not processed further.

In the event that any affected personal data has been disclosed to third parties, those parties shall be informed of the applicable restrictions on processing it (unless it is impossible or would require disproportionate effort to do so).

#### **6. The right to data portability**

The right to data portability allows individuals to obtain and reuse their personal data for their own purposes across different services. Where data subjects have given their consent to CSLC to process their personal data in such a manner, or the processing is otherwise required for the performance of a contract between CSLC and the data subject, data subjects have the right, under the GDPR, to receive a copy of their personal data and to use it for other purposes (namely transmitting it to other data controllers).

#### **7. The right to object**

Data subjects have the right to object to CSLC processing their personal data based on legitimate interests, direct marketing (including profiling), and processing for scientific and/or historical research and statistics purposes.

At any point you have the right to withdraw your consent to CSLC to process your personal data. To withdraw your consent please contact the data protection officer.

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](http://ico.org.uk/)



I confirm that I have read a copy of the Volunteer and Co-worker privacy notice. If I do not fully understand the information contained, I agree to seek clarification.

Signed:

Name:

Date:

Location:

