Leicestershire County Council Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice is for:

Environment and Transport Department - Environment Action Volunteers

What Information do we need from you? We need to know the following about you:

- Contact name, address, phone number, email address, bank details, medical information, year of birth and emergency contact details.
- Other information for Equalities & Diversity monitoring which will be anonymised.
- Contact details of references to support your application.

Why do we need this?

We need this information to:

- Assess your eligibility for the volunteering role you have applied for
- Contact you in relation to your volunteering activity and provide information such as training and event invites, changes to our service, and to communicate volunteering opportunities
- Enable us to provide a safe environment and to ensure that we are able to support you in your role
- Contact someone in case of an emergency
- To pay expenses such as mileage

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using the performance of a public task as the lawful condition for us to do this.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because this is necessary as part of the substantial public interest as conferred in law.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary to deliver the volunteer scheme, or if we are required to do so by law. When it is necessary, we may disclose your personal information to the following organisations: contractors who are organising events & undertaking work on our behalf, other volunteers in the scheme, partner organisations and stakeholders involved in the volunteer scheme, including but not limited to event organisers, schools and community groups.

At the end of your time with us, your information (data) will be transferred to our online volunteer management software.

How will we keep it secure?
We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. Please note that personal data kept on our online volunteer management software is stored on secure servers in the EU or one of the approved territories.

How long will we keep it for?
We will only keep this information for as long as necessary or as the law requires. For this service we will hold volunteer applicants' data until the volunteer application has been reviewed. If the volunteer is unsuccessful, the applicant will be informed of the decision as soon as possible and their data will be removed immediately following that communication. Successful applicant data and reference details shall be held until the applicant chooses to withdraw. Volunteer and reference data will be kept for 3 months after leaving the scheme before being removed. Any financial data, such as expenses and mileage claims, will be kept for 7 years before being removed. Volunteer records relating to health and safety training, risk assessment logs and personal risk assessments, will be kept for a period of 40 years before being removed.

What else would we like to do?
If you consent, your details will be part of a volunteer directory which will enable sharing of volunteer contact information with other volunteers and stakeholders. We would also like to contact you to provide additional information such as our volunteering news. You will have the opportunity to opt in to receive this information.

What if something changes?
If the information you provided changes, or your circumstances change please contact etdataprotection@leics.gov.uk. If we need to change something like who we want to share this information with, we will contact you to let you know.