

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:

Volunteers with the Communities and Wellbeing Service

What information do we need from you?

- Your details including: Your name, date of birth, contact details (address, email, phone number), skills and experience, and information about any support needs that you may have.
- Other information for equalities & diversity monitoring
- Photo consent
- Your bank details (this is only required if you choose to claim travel expenses)
- Name, address and contact details of the person you choose as your emergency contact and references.

Why do we need this?

We need this information for the following reasons:

- It will help us assess your eligibility for the volunteering role you have applied for
- To contact you in relation to your volunteering activity
- To enable us to provide a safe environment and to ensure that we are able to best support you in your role
- To contact someone in case of an emergency
- To pay any relevant travel expenses you claim
- To contact you to provide additional information such as our volunteering news, training and event invites, changes to our services and volunteering opportunities from internal and external partners etc. You will have the opportunity to opt out of receiving information relating specifically to these.

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 your consent as the lawful condition for us to do this.

We also need an appropriate lawful reason to for processing sensitive data. In this case we are processing your sensitive personal data because you have given your consent.

Who will we share this with?

Sometimes we need to share your information with others in or outside of Leicestershire County Council. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else.

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. Personal data kept on our online volunteer management software is stored on secure servers in the EU or one of the approved territories. The company is certified to comply with EU data protection regulations.

Volunteers with Communities and Wellbeing Fair Processing Notice. Version 2 from 10/12/2021

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 applicant's data until the volunteer application has been reviewed. If the application is unsuccessful, the individuals will be informed of the decision and their data will be removed immediately. For successful applicants / existing volunteering your details shall be held until you cease volunteering with us. Any financial data, such as expenses and mileage claims, will be kept for 7 years before being removed.

What if something changes?

If the information you provided changes or your circumstances change, please contact Nicola Levin at participation@leics.gov.uk. If we need to change something like who we want / need to share this information with, we will contact you to let you know.