

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 Communities and Wellbeing Service

What Information do we need from you?

We need to know the following about you: Your name, age, contact details (address, email, phone number), skills and experience, and information about any support needs that you may have. We also need the name, address and contact details of 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 contact you to provide additional information such as our volunteering news, training and event invites, changes to our services and volunteering opportunities from partners etc. You will have the opportunity to opt out of receiving information relating to these.
- 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

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. 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. We will not send your information outside of the UK.

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 that would be until you cease volunteering with us.

What if something changes?

If the information you provided changes or your circumstances change, please contact Nicola Seika at nicola.seika@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.