

# Brampton 2 Zero Volunteers Privacy Policy APPROVED

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This policy is based on the volunteers policy of Cumbria Action for Sustainability.

B2Z is committed to protecting and respecting your privacy. This privacy notice sets out how we collect, use and protect your personal information.

When you provide or we collect information by which you can be identified then it will only be used in accordance with this privacy notice, the General Data Protection Regulation (GDPR), the Data Protection Act 2018 (DPA) and any subsequent relevant legislation.

This notice explains

1. Who we are
2. Contact details of our data protection representative
3. What information we may collect about you
4. How we may use this information
5. The legal bases for using this information
6. How long this information is kept
7. How we keep your personal data safe
8. Whether we disclose this information to anyone else
9. Your rights relating to the information you give to us

We may change this privacy notice from time to time to ensure that that it is up to date and in line with current legislation and will advise you when we do so if applicable.

We deem that you accept changes to this privacy notice unless you tell us otherwise. The current privacy notice was reviewed at the date outlined above.

## 1. Who we are

B2Z are committed to protecting your personal information and making every effort to ensure that your personal information is processed in a fair, open and transparent manner.

We are a "data controller" for the purposes of the Data Protection Act 2018 and the EU General Data Protection Regulation 2016/679. This means that we are responsible for, and control the processing of, your personal information.

## 2. Data Protection Representative

If you have a query about this privacy notice or questions about how we process your personal data please contact the The Chair of B2Z on [enquires@brampton2zero.org.uk](mailto:enquires@brampton2zero.org.uk)

### 3. What we collect

We may collect the following information about you:

- name
- contact information including telephone number, postal address, email address
- details of any convictions
- Special category data such as race, ethnic origin (for our diversity policy)
- Emergency contact details such as name, relationship to you, phone, email, home or work address

### 4. What we do with the information we gather

We require this information for the following reasons:

- internal record keeping
- to manage your volunteering with us
- from time to time, we may also use your information to contact you for monitoring and/or evaluation purposes.

### 5. Legal basis for processing data:

We must have a legal basis for processing all personal data that we hold about you. The bases that we use are as follows:

For volunteering

For processing of general personal data:

- The processing is necessary- for the performance of a contract to which the data subject is a party, or for the taking of steps at the request of the data subject with a view to entering into a contract
  - The processing is necessary for compliance with any legal obligations to which the data controller is subject, other than an obligation imposed by contract
  - The processing is necessary for the purposes of legitimate interests pursued by the data controller or by the third party or parties to whom the data are disclosed, except where the processing is unwarranted in any particular case by reason of prejudice to the rights and freedoms or legitimate interests of the data subject
- Where we use our legitimate interests as the legal basis for processing personal data we will tell you what this interest is when we collect it.

~~For processing of special category (or sensitive) data:~~

- ~~• The processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or the data subject in the field of employment and social security and social protection law~~
- ~~• processing is necessary for the establishment, exercise or defence of legal claims or wherever courts are acting in their judicial capacity~~

For processing personal data relating to criminal convictions:

The regulations relating to the processing of personal data about criminal convictions are covered by the Law Enforcement Directive, Part 3 of the DPA. Under the Law Enforcement Directive our lawful basis for processing this personal data is:

- The safeguarding against and the prevention of threats to public security

### 6. How long we keep information about you

- All other personal data relating to a volunteer will be destroyed when a volunteer leaves the organisation, unless required for legal requirements e.g. by charity

commission.

## 7. Safety of personal data

In order to prevent unauthorised access or disclosure we have effective physical, electronic and managerial procedures to safeguard and secure the information we hold about you.

We keep information about you safe and secure by using electronic databases including Google drive and Excel which are password protected systems, accessed only by B2Z directors who have been sufficiently trained and who are bound by our organisational policies and procedures. Any paper copies are kept securely in locked drawers/cupboards in the home of the Chair of the B2Z board.

If you have provided information on paper, it may be transferred to an electronic database.

### Applications online

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## 8. Disclosure of your personal data to third parties:

We will not sell, distribute, share or lease your personal data with/to third parties unless we are required to do so by law or we are using other companies' services:

We currently use: Google software

Cumbria CVS Independent Examiners

Any company whose services we use in this way is required to treat your data as carefully as we do and use it only in the course of the work they are doing for us.

Third parties who may provide an element of a service for us are classed as data processors. They will not share your data with any organisation other than us. They will hold it securely and retain it for the period we instruct them to.

## 9. Your rights

Under data protection legislation you have the following rights:

- The right to be informed. We do this by giving you this privacy notice and by giving further explanation when we collect personal data from you.
- The right of access. You have the right to request a copy of the information we hold about you (Data Subject Access Request) and this can be submitted at any time. We will respond within one month of receiving this request verbally or in writing.
- The right to rectification. We want to make sure that the personal information we hold about you is accurate but if you believe that any information we are holding on you may be incorrect or incomplete, please contact us as soon as possible. We will promptly correct any information found to be incorrect.
- The right to erasure. You also have the right to request the modification or erasure of your personal information
- The right to restrict processing. You can ask us to limit the way we use your personal data if you are concerned about the accuracy of the data or how it is being used. We may not agree to do this if it is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or the data subject in the field of employment, or otherwise materially affects our contract with you.
- The right to data portability. This applies to information you have given us. You

have the right to ask that we transfer the information you gave us to another organisation.

- The right to object. You can object to the way we use your personal data. We may not uphold your objection if the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or the data subject in the field of employment, or otherwise materially affects our contract with you.
- Rights in relation to automated decision making and profiling. You have the right to ask that any decisions we make about you by automated means be reviewed by a human being with the authority to override this decision if necessary and to ask us to stop using your personal data to create a profile of you for whatever means.

We currently do not use automated means to make decisions or make use of your personal data to create a profile of you