

PRIVACY NOTICE & CONSENT STATEMENT (VOLUNTEERS & STAFF)

During the course of your volunteering with us, we collect and hold certain personal information about you. We will only do so with your explicit consent and in accordance with the General Data Protection Regulations 2018.

Information collected

The personal information we collect will be limited to that which is essential to allow us to recruit, train and provide support to our volunteers. This will include:

- Names, genders, addresses, telephone numbers and e-mail addresses.
- Employment, immigration statuses, disabilities (such as physical or learning disabilities) and ethnic origins (should you choose to give this information)
- Application form details
- References and DBS information
- Any additional information required to meet the Policies and Procedures of Home-Start Kirklees

It is important that we make sure the information we hold about you is accurate and up to date. For this reason we ask that you let us know as soon as possible if there are any changes in your contact details. Please let your co-ordinator know or contact the admin team.

How we use your personal information and who it will be shared with

Internal

Our co-ordinators will discuss your support and supervision with their line manager. Discussions will take place in a confidential setting.

All information provided to our board of trustees for the purpose of assessing the level of referrals, local trends or case studies shall be anonymised.

We will use your personal details to contact you to gather feedback on our service via text, email, phone or post and to inform you of relevant information via our newsletters, about training and social events

External

We will, on an anonymised basis, use your personal information to demonstrate the impact of our services and for statistical analysis to funders or to Home-Start UK. Any case study information shared will always be on an anonymised basis unless we have further explicit consent from you.

We may share your personal information with Home-Start UK for the specific purposes of statistical analysis and the promotion of our work nationally as well as any reporting requirements for funders who support the network on a national level. This will be on a pseudo-anonymised basis (meaning that we will take steps to limit the ability for your personal information to be identified. This will normally include the anonymization of names).

We may share your personal information with our external auditors for quality auditing purposes but only in the presence of your organiser and only after the auditors have provided us with all necessary written undertakings to preserve the security and confidentiality of your information.

We will share personal information with law enforcement or other authorities if required by applicable law (including, in line with our Safeguarding and Child Protection and Safeguarding Adults policies, where there are concerns about the safety or wellbeing of a child or adult at risk and it is considered necessary for their welfare and protection).

We will not share your personal information with any other third party without first obtaining your explicit consent

How long your personal information will be kept

We will keep your personal information after you have finished volunteering with us, in order to respond to any questions, complaints or claims made by you or on your behalf, to show that we

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treated you fairly and/or to keep records required by law. We may also use your information to provide a professional reference on request.

We will not keep the information for longer than necessary. Normally this will be kept for 12 months after your volunteering has ended before it is securely destroyed, except where there have been any allegations made about you, in which case files will be kept for 6 years.

Keeping your personal information secure

We have appropriate security measures in place to prevent your information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach.

Your Rights

You have important rights to your personal information, including the rights to:

- access your personal information and view your family file
- require us to correct any mistakes in your information
- require the erasure of personal information concerning you in certain situations;

For further information on these rights, visit ICO website at <https://ico.org.uk/for-the-public/>

If you would like to exercise any of the rights, please email, call or write to us using the details below and request our “Family File Access Request” form.

How to complain

Home-Start Kirklees is committed to offering you a quality service. If you are not satisfied, or if you feel there is something wrong with the support you are receiving, please tell us so that we can try to put things right. Please report any complaint to the details set out in ‘How to contact us’ below. We hope we can resolve any query or concern you raise about our use of your information.

How to contact us

Please contact us if you have any questions about this Privacy Notice or the information we hold about you:

Home-Start Kirklees
87 Coule Royd
Dalton, Huddersfield
HD5 9RN

Tel: 01484 421925
Fax: 01484 421685

Email: info@homestart-kirklees.org.uk

www.homestart-kirklees.org.uk

By signing this form you confirm you have read and understood the contents of this Privacy Notice and Consent Statement, and consent to us processing your personal information in accordance with this Privacy notice. You may withdraw your consent at any time using the contact details set out above, but please be aware that if you do it may mean we are unable to continue your volunteer placement / employment.

Signed:	Please print name:
Date:	