



Volunteer Applicant Privacy Notice

1. INTRODUCTION

This Privacy Notice has been issued to you in accordance with the EU General Data Protection Regulation (**GDPR**) because you are applying for voluntary work with East Sussex Wildlife Rescue & Ambulance Service (**Charity**). This Privacy Notice sets out how and why your personal information will be used, namely in connection with the recruitment process and how long it will be kept for, along with certain other information that must be provided under the GDPR. For the purposes of the GDPR, the Charity is a **“data controller”** which means it is responsible for making decisions about how to hold and use your personal information.

2. DATA PROTECTION PRINCIPLES

The Charity will comply with data protection law and the key principles set out in the GDPR which means that your personal information will be:

- used lawfully, fairly and transparently;
- collected only for valid purposes that the Charity has clearly explained to you;
- relevant to the purposes the Charity has told you about and limited only to those purposes;
- accurate and kept up to date;
- kept only as long as is necessary for the purposes the Charity has told you about; and
- kept securely.

3. PERSONAL DATA

In connection with your application, the Charity will collect, store and use the following personal information or **“personal data”** about you, as applicable:

- the data you have provided to the Charity in your application form including your name, address, telephone number, date of birth, gender, qualifications and experience;
- any data you provide to the Charity during any interview you might be required to attend or any informal conversation you might have with the Charity regarding the voluntary role applied for; and
- any data supplied by your named referees, if applicable.

The Charity may also collect, store and use the following **“special categories”** of more sensitive personal data:

- data about your race or ethnicity, religious beliefs, sexual orientation and political opinions; and
- data about your health, including any medical condition and sickness records.

4. COLLECTION

In connection with your application, the Charity will collect personal data about you from you and from your named referees, if appropriate. The Charity may also collect personal data from publicly accessible sources such as social media, including without limitation Facebook and Twitter, with a view to verifying information provided by you as part of the application process and with a view to assessing your suitability for the voluntary role applied for.

5. USING PERSONAL DATA

The Charity will use your personal data to assess your suitability for the voluntary role applied for, to verify the data provided by you to the Charity, to issue reference requests and evaluate references received, to communicate with you and keep records about the recruitment process and to comply with legal/regulatory requirements. The Charity may also need to process your personal data to decide whether to enter into a Volunteer Agreement with you.

Further, it is in the Charity's legitimate interests to decide whether to appoint you to the voluntary role applied for since it would be beneficial to the Charity's activities to appoint someone to the role.

Having received an application form from you, the Charity will process the same and decide whether you should be shortlisted for the voluntary role applied for. If you are, the Charity may invite you to an interview or speak with you more informally. If it does invite you to an interview or speak with you more informally, the Charity will use the personal data you provide to decide whether to offer you the voluntary role applied for. If it does, it may take up references before confirming your appointment.

You will not be subject to decisions that have a significant impact on you based solely on automated decision-making.

6. FAILING TO PROVIDE PERSONAL DATA

If you fail to provide personal data which is necessary for the Charity to consider your application when requested, it will not be able to process your application. For example, if the Charity requires references, but you do not provide relevant details, the Charity will not be able to progress your application.

7. SENSITIVE PERSONAL DATA

The Charity will use your sensitive personal data in the following ways:

- Where applicable, the Charity will use data about your disability status to consider whether it needs to provide adjustments during the recruitment process.
- The Charity will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs or your sexual life or orientation to ensure compliance with the law.

8. CRIMINAL CONVICTIONS

The Charity does not envisage that it will process information about criminal convictions.

9. DATA SHARING

Why might you share my personal data with third parties?

The Charity will only share your personal data with the following third parties for the purpose of processing your application: other companies within its group and its legal advisers, Rix & Kay Solicitors LLP.

All the Charity's third-party service providers and other entities in its group must take appropriate measures to protect your personal data and may only process it in accordance with the Charity's instructions. The Charity does not allow third party service providers to use your personal data for their own purposes.

What about data security?

The Charity has implemented measures to prevent personal data from being accidentally lost or used in an unauthorised way. The Charity limits access to personal data to those who have a need-to-know and who are subject to a duty of confidentiality. Such people will only process personal data on the Charity's instructions.

The Charity has put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where it is legally required to do so.

How long will you use my information for?

The Charity will retain your personal data for a period of six months after it has communicated to you its decision about whether to appoint you to the voluntary role applied for. The Charity retains your personal data for that period so that it can defend itself in the event of a legal claim. After this period, the Charity will securely destroy your personal data in accordance with applicable laws and regulations.

If you are unsuccessful in your application but the Charity wants to retain your personal data on the basis that a further opportunity may arise in future, it will write to you separately, seeking your explicit consent to retain your personal data for a fixed period on that basis.

10. YOUR RIGHTS

Under certain circumstances, by law you have the right to:

- **request access** to your personal data (“**data subject access request**”). This enables you to receive a copy of the personal data the Charity holds about you and to check that the Charity is processing it lawfully;
- **request correction** of the personal data the Charity holds about you;
- **request erasure** of your personal data. This enables you to ask the Charity to delete/remove personal data where there is no good reason for the Charity continuing to process it. You can also ask the Charity to delete/remove your personal data if you have objected to processing, as set out below;
- **object to processing** of your personal data where the Charity is relying on its or another’s legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground. You can also object if the Charity processes your personal data for direct marketing;
- **request the restriction of processing** of your personal data. This enables you to ask the Charity to suspend its processing if, for example, you want the Charity to establish the accuracy of the data; and
- **request the transfer** of your personal data to another party.

If you want to review, verify, correct or request erasure of your personal data, object to processing or request that the Charity transfer a copy of your personal data to another party, please contact the Data Protection Manager (**DPM**) in writing. That post is held by Trevor Weeks.

In most situations, the Charity will not rely on your consent as a lawful ground for processing your personal data. If it does request your consent in connection with processing your personal data for a specific purpose, you may refuse to consent or later withdraw your consent by contacting the DPM. Once the Charity has received notification that you have withdrawn your consent, it will no longer process your application and will dispose of your personal data securely.

You have the right to make a complaint at any time to the Information Commissioner's Office (**ICO**). The ICO is the UK’s supervisory authority for data protection issues.