

Privacy Notice For Volunteers



In line with the Data Protection Act 2018 we only collect, store and process your personal data if it is: Justified. Minimal. Adequate. Relevant. Correct. Limited to what is necessary.
Home-Start South and West Devon will never sell on your personal information.

Our aim is to train and support you to provide weekly non-judgemental and confidential support to a local family who is struggling to cope for whatever reason.

Personal data we may hold:

- Your full name, date of birth, address and contact details.
- Your gender, ethnicity, health and social issues.
- Your education, training and employment history.
- Your skills and interests.
- Details of your next of kin.
- Details of your supervision responses and on-going support with us.
- All training that you have received during your time with us.
- Your DBS number and expiry date.
- Your bank details (to repay any expenditure)

Who has access to your personal data?

- The Home-Start co-ordinators, admin and manager.
- An appointed member of Home-Start UK or Home-Start S&WD Trustee board, ONLY for reasons of checking our compliance/quality assurance.

Why we need your personal data?

- So that we can carefully match you to a family.
- So that we can monitor your training and highlight your on-going support of a local family.

Where is personal data stored?

- Electronic data is stored on a secure database.
- Paper data is scanned, destroyed and stored digitally.
- Documents are password protected.

How long will we keep your information once you stop volunteering with us?

- One year - at which point it will be deleted from all secure electronic storage.
- Ten years if we have received a complaint about you.

Your consent?

- You have volunteered to support a local, and possibly vulnerable, family with us and so we need to ensure that we have fulfilled our policy requirements and safety checks.
- We may ask you to provide quotes for promotional material or the feedbacks to our funders.
- If we receive a serious complaint about you, we will not require your consent to inform the police or Disclosure and Barring Service.
- You can withdraw your consent for us to hold your information at any time, at which point your file will be closed.

Your rights over your personal information? You can ask to see what information we hold about you, but please place your request in writing to the manager and allow up to 30 days. You have the right to ensure that your data is accurate and necessary. If you feel that any of your personal data is incorrect and needs rectifying or erasing please let the manager know. If you want your personal data to be transferred to another organisation, please let the manager know and it will be arranged. For more information please contact the ICO helpdesk on 0303 123 1113.

I understand what, why and how my personal data will be processed. I understand how long it will be kept for and the rare circumstances of when it could be shared. I give my explicit consent for my details to be processed in line with this privacy notice and understand that I can withdraw my explicit consent at any time.

I understand that by signing the consent form during training I agree to the above.

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