



# Volunteer Privacy Notice

The information Victim Support processes regarding volunteers will be used to enable us to comply with legal requirements and manage our services and our relationship with you.

## Processing your personal data

The types of information we process includes your application form and references, and documents you have signed; correspondence with or about you, contact and emergency contact details; information needed for equal opportunities monitoring, and records such as training and supervision. If you are driving as part of your volunteering role, we will make an annual check that your Driving Licence and Insurance is valid for the purpose of that volunteering role. Your personal data is held on a recruitment platform called Hireserve.

We may sometimes need to process your data to pursue our legitimate charitable interests, for example to prevent fraud, to detect conflict of interests, administrative purposes or reporting potential crimes. We may use anonymous data for statistical and reporting purposes.

Much of the information we process will have been provided by you and you will have given us your explicit consent. Some may come from other internal sources, such as your line manager, or in some cases external sources, such as referees.

You will inevitably be referred to in some documents and records that you produce or are produced by your colleagues in the course of carrying out normal duties and the business of the organisation, such as client records on Compass.

We will only disclose information about you to third parties if we are legally obliged to do so or you have given your explicit consent.

Your personal data will be stored whilst you are a volunteer of Victim Support. If you leave Victim Support, we will retain your data for 6 years.

## Your rights

Under the General Data Protection Regulation 2018 (UK GDPR) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR with regard to your personal data.

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF 0303 123 1113.

## Contact details

Victim Support is the data controller of your data for the purposes of the GDPR.

If you have any concerns as to how your data is processed, you can contact the Data Protection Officer [dpo@victimsupport.org.uk](mailto:dpo@victimsupport.org.uk)

Further information on how Victim Support processes personal data can be found on the [VS website](#)