

External Volunteers for South Oxfordshire District Council and Vale of the White Horse District Council – Privacy Notice

It is the policy of the councils to ensure as far as reasonably practical, the health, safety and welfare of their volunteers that may be affected by the councils' activities.

The councils recognise that under health and safety legislation they have a legal duty of care to all volunteers who undertake volunteering roles on behalf of the councils, and to offer any necessary training for the role.

This privacy notice outlines why data is collected, what is collected and how that data is used.

The reasons why we process your data:

- To get in contact with volunteers to organize volunteer activities and to offer any support or guidance
- To protect vulnerable residents in our community
- Ensuring the health, safety, and wellbeing of volunteers when supervised or lone working.
- To acknowledge volunteer contributions

How we collect your data:

- Volunteer Application Form
- Volunteer Agreement form
- Any information shared with designated officer through text, email or phone call
- Taking photos or videos with consent from the volunteer

The lawful basis for processing your data:

- Legitimate interest- Article 6(1)(f) of GDPR processing is necessary for the legitimate interest purpose by the controller. The Councils have a legitimate interest in processing personal data in relation to volunteers working with the councils. Where the Council relies on legitimate interest as a reason for processing data it has considered whether or not those interests are overridden by the rights and freedoms of volunteers and have decided that they do not.

The type of personal data we process:

- Name
- Date of birth
- Address
- Telephone Number
- Email address
- ID information to confirm eligibility
- Emergency contact information (in the event of an incident)
- Injury details (in the event of an incident)
- Photos and images to publicise and acknowledge volunteer contributions if given consent
- Training records

Special (Sensitive) category data:

- Medical conditions
- DBS checks if required
- Disability declaration if required

Lawful Basis for Processing Special Categories of Personal Data:

Article 9 (b) Employment, social security, and social protection (if authorised by law) plus one of the following DPA 2018 Schedule 1 conditions:

- Part 1, Paragraph 2(2)(b) the assessment of the working capacity of an employee

Sharing your data:

Data will be shared with HR if required as part of any reimbursements, emergency situations, conduct that violates the 'volunteering agreement' or puts another volunteer, the public or an employee in danger.

Your data will not be stored or sent outside of the UK.

Automated decision making:

Decisions are never based solely on an automated decision-making process – there is always human intervention and judgement exercised at the point of decision.

How long we keep your data:

The data is held on the council's IT system for two years unless the councils have identified an exceptional circumstance and can store the data for an extended period.

Your rights:

You have a number of rights when it comes to the data, we hold about you and these depend on which lawful basis we use. As our lawful basis is of legitimate interest all of the rights apply except data portability. Your rights are detailed on our data protection pages on our websites.

South Oxfordshire

<https://www.southoxon.gov.uk/south-oxfordshire-district-council/about-the-council/privacy/data-protection/>

Vale of White Horse

<https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/about-the-council/privacy/data-protection/>

Complaints

If you believe we have not handled your personal data as we have described here, please contact us by email to data.protection@southandvale.gov.uk and your concerns will be fully investigated. If, after we have investigated your concerns, you are not satisfied with our conclusion, you have the right to refer the matter to the Information Commissioner's Office (ICO). You can reach the ICO [through their website](#) or call them on 0303 123 1113. Their mailing address is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF