

FAIR PROCESSING NOTICE FOR POTENTIAL RESPITE BREAK VOLUNTEERS AT CHICKS

Chicks collect data and information about potential volunteers so that we can run effectively as a service provider. We need this information to help meet our purpose of ensuring an effective, compassionate, high-quality care service and to meet our legal and contractual obligations. This Fair Processing Notice explains what data we process, why we process it, our legal basis, how long we keep it and the rights of potential volunteers.

We will always make sure that our volunteer's information is protected and treated securely. Any information that we process will be held in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other UK or EU data protection legislation

Our contact details

CHICKS is the trading name of CHICKS Ltd

Company number: 3440794 | Charity registration number: 1090457

Registered address:

CHICKS Moorland Retreat
Brentor
Tavistock
Devon
PL19 0LX

Phone: 01822 811020

Email: info@chicks.org.uk

Our Data Protection Officer is Joanna Foster and she can be contacted at DPO@chicks.org.uk

What data do we process?

In order recruit you as a respite break volunteer, we are required to process the following personal data:

1. Name, address, date of birth, gender, phone numbers, email address, relevant experience;
2. A copy of each reference obtained for you;
3. University information (if appropriate);
4. Health information, disabilities, medication information, dietary information, doctors information, next of kin;
5. An enhanced criminal record certificate;
6. Details of any criminal offences—
 - (a) of which you have been convicted, including details of any convictions which are spent within the meaning of section 1 of the Rehabilitation of Offenders Act 1974(4) and which may be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975(5); or
 - (b) in respect of which you have been cautioned by a constable and which, at the time the caution was given, you admitted it.

We collect information about our potential volunteers when they apply for volunteering with CHICKS and we process it on an on-going basis.

Why do we need to process personal data on our potential volunteers?

CHICKS need to process personal data about our volunteers in order to assess your suitability as a candidate and to fulfil our legal obligations.

Our legal basis for processing personal data

By law, we need a legal basis for processing the personal data of a volunteer. Your submission of your application is with your consent. We will then process the data in your application and the data collected on you during the volunteer recruitment process in order to assess your suitability for the position.

We will process your data using the legal basis of consent, legal obligation and legitimate interests.

Consent:

Consent is given where we ask you for permission to use your information in a specific way and you agree to this. Where we use your information for a purpose based on consent, you have the right to withdraw consent for this purpose at any time. For example, you apply for a volunteer position with us because you wish to.

Legal obligation:

We have a basis to use your personal information where we need to do so to comply with one of our legal or regulatory obligations. For example, we need to check that you are safe to work with children.

Legitimate interests:

We have a basis to use your personal information if it is reasonably necessary for us to do so and in our “legitimate interests” (provided that what the information is used for is fair and does not unduly impact your rights).

For example, CHICKS have a legitimate interest to keep your personal data on our systems in order to keep it secure, process it and to provide you with a service.

We only rely on legitimate interests where we have considered any potential impact on you, whether or not our processing is excessive and that our processing does not override your right.

Special categories of personal data are data revealing health, race, religious beliefs, political views, trade union membership, sex life or sexuality or genetic/biometric information. We will process this type of information about you only if we are required to do so and if we have a specific exemption under the GDPR, which are: your explicit consent or if we are required to do so for employment or social security and social protection law purposes.

*We process the following data because we have a **legal obligation** to do so. We cannot recruit a person without this data.*

1. Name, address, date of birth and gender;
2. An enhanced criminal record certificate;
3. Data concerning health and disability;
4. Details of any criminal offences—
 - (a) of which you have been convicted, including details of any convictions which are spent within the meaning of section 1 of the Rehabilitation of Offenders Act 1974(4) and which may be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975(5); or

- (b) in respect of which you have been cautioned by a constable and which, at the time the caution was given, you admitted it (the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of CHICKS in the field of social security and social protection law)

*In the case of any legal claims, we will process the following personal data because we have a **legal obligation** under safeguarding laws and the processing is necessary for the establishment, exercise or defence of legal claims:*

- all personal data will be shared, as required, with our legal advisors and our insurers

*We process the following personal data with the **explicit consent** of the potential volunteer:*

- university information

*We will process the following personal data because it is a **legitimate activity** of CHICKS:*

- Phone numbers, email addresses
- All personal data is stored securely on servers and in the cloud; and
- Images captured by CCTV for the safety and security of our clients, staff and visitors;
- A copy of each reference obtained for you.

How long do we hold the personal data of our volunteers?

- We hold all records of successful volunteers for 50 years following the last respite break they attend with us.
- We hold all records of unsuccessful volunteers for no more than 2 years and 1 month from the date of application.

Who do we share volunteer data with?

We share data, where required, with:

- Government agencies for criminal record and right to work checks;
- Our insurance providers;
- Our legal advisors;

- Our software and cloud service providers.

Data transfers out of the EU or EEA

We do not transfer any personal data of volunteers out of the EU or EEA.

Rights of potential volunteers

Your rights

You have rights in respect of our processing of your personal data which are:

- To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
- To rectify incorrect personal data that we are processing.
- To request that we erase your personal data if:
 - we no longer need it;
 - if we are processing your personal data by consent and you withdraw that consent;
 - if we no longer have a legitimate ground to process your personal data; or
 - we are processing your personal data unlawfully
- To object to our processing if it is by legitimate interest.
- To restrict our processing if it was by legitimate interest.
- To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

If you want to exercise any of these rights, please contact us.

If you have a concern about the way we are collecting or using your personal data, please raise your concern with us in the first instance. You may also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.