

Volunteer Privacy Notice

At Tarner we collect and process personal data relating to our volunteers in order to manage the volunteering relationship. We respect your privacy and are committed to being transparent about how we collect and use your data, and to meeting our data protection obligations.

What information do we collect and process?

Tarner collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number, date of birth and gender.
- DBS application form and relevant identification and enhanced DBS number.
- The contents of your volunteering agreement
- Your application form and/or CV.
- References
- Information about your next of kin, dependants and emergency contacts.
- Information about your nationality and entitlement to volunteer in the UK.
- Information about your criminal record.
- Details of your volunteering schedule (days and hours) and attendance at Tarner.
- Details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave.
- Details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence.
- Information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments; and
- Equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief.

We collect this data in a variety of ways, for example directly from you on application forms, CVs, and starter forms, identity documents, correspondence, meetings, or other assessments. In some cases, we collect data about you from a third party such as previous employers or the DBS.

How do we protect your data?

Your personal information is held securely either in hard copy format or electronically on our IT systems (including Tarner's email system). Tarner takes security of your data seriously and we have internal policies and controls in place to ensure that it is not lost, accidentally destroyed, misused, or destroyed.

Where we engage third parties to process personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of the data.

How do we use your personal information?

The personal information that we collect about you is used to meet our obligations to you as described in your Volunteer Agreement.

In some cases, we will need to process your data in order to comply with our legal obligations. For example, to comply with health & safety laws. We may also need to conduct criminal records checks to ensure individuals are permitted to undertake particular roles.

In other cases, Tarner may have a legitimate interest in processing personal data before, during and after the volunteering relationship. For example, processing references, maintaining up-to date volunteer records, recording performance and development, recording different types of leave and absences, operating, and recording disciplinary and grievances processes to ensure acceptable conduct, responding to legal claims, maintaining, and promoting equality and general HR and business administration.

Ofsted Number: EY471335.

Registered Charity Number: 1152321.

Registered Office: 6 Tilbury Place, Brighton, East Sussex, BN2 0GY

Principal Address: Tarner Park, Sussex Street, Brighton, East Sussex, BN2 9HS

Occasionally, we may seek your consent to process personal data for example to use your photograph for promotional purposes or to access some types of sensitive data such as medical reports.

Who do we share your information with?

Your information is accessible to a limited number of internal members of staff including the CEO, Senior Management Team, the HR Team, and Managers in your team. There are also external support organisations that either host and/or have access to your data as is necessary for the performance of their role. These are:

- External HR organisation.
- SCIP who provide our IT support.
- Microsoft 365 who host our IT system.
- Carecheck who complete our DBS (Disclosure and Barring Service) criminal record check (although it is acknowledged that some volunteers will have used an alternative organisation e.g., Harwin Associates, Safety Net, or First Advantage Europe Ltd).

The information we share about you is restricted to that which is necessary to be shared with a particular person or third party. For example, we only share relevant contact details with the external HR organisation.

How long do we keep your personal data?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including satisfying any legal, accounting, or reporting requirements. In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

After you have left Tarner, we will retain some of your personal data for a specific period of time in order to comply with our legal obligations (For example, legally personal files must be retained for 7 years after leaving our employment), defend legal claims or for legitimate purposes such as to provide your future employer with an employment reference. Information that is no longer required will be securely destroyed.

Your rights

You have the right to ask to see the data that we have about you, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can:

- ask for data to be deleted or stop it from being processed if it is no longer necessary to process it.
- object to the processing of your data where we rely on our legitimate interest as grounds for processing it; and
- ask us to stop processing data for a period of time if it is inaccurate or if there is a dispute about whether your interests override our legitimate grounds for processing it.

If you would like to exercise any of these rights, please contact our HR Team by emailing HR@tarner.org.uk

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

What if you do not provide personal data?

You have obligations under your volunteer agreement to provide Tarner with data. In particular, you must report absences. Failure to provide data to us may mean you are not able to exercise your statutory rights.