

Privacy Statement – volunteers

Data controller: St Richard's Hospice, Wildwood Drive, Worcester WR5 2QT

As part of the volunteer application process, the Hospice collects and processes personal data. This allows us to manage the recruitment process and assess applicants' suitability for the role applied for.

During the application process

All of the information you provide on the application form will only be used for the purpose of progressing your application and assessing your suitability for the role you have applied for.

If we process special categories of data, such as information about your ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes only.

On acceptance of a volunteering opportunity?

If you accept a volunteering opportunity, we will contact your referees, using the details provided by you in your application.

Prior to commencement of volunteering we may also ask you to complete a Disclosure and Barring Service check at the level appropriate to your role (if applicable) – to obtain criminal records checks.

We will also ask for emergency contact details – so we know who to contact should you have an emergency during the course of volunteering.

If you are driving during the course of volunteering, we will ask for details of your driving licence and insurance to ensure that you are legally entitled to drive.

If you are undertaking certain categories of volunteering (for example, complementary therapies or counselling) we will ask for details of your qualifications and registration with the appropriate professional body.

Who has access to data?

The information provided by you will be used for the purposes of administering your volunteering placement. It may be shared with line managers/volunteer co-ordinators for the purpose of contacting you to arrange volunteering activities.

How does the Hospice protect data?

The Hospice takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Your information will be held securely within the HR department and will only be accessed by those who have a legitimate reason for obtaining the information.

How long does the Hospice keep data?

If your application for volunteering is unsuccessful, the organisation will hold your data on file for 6 months after the end of the recruitment process. After 6 months, your data will be deleted or destroyed.

If your application for volunteering is successful, personal data gathered during the recruitment process will be retained for the duration of your volunteer placement and 6 years thereafter electronically.

What if you do not provide personal data?

There is no statutory requirement for you to provide data to us but if you do not provide sufficient data for us to assess your suitability to volunteer for the Hospice, then it will not be possible to process your application.

CCTV

CCTV is used in our shops, warehouse and at the hospice at Wildwood Drive. CCTV is used for the purposes of crime prevention and the protection of staff and would be viewed only by exception in relation to any incident involving staff, patients, relatives, visitors or volunteers. Access to view is restricted to key individuals.