

This notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you during your volunteering and after it ends. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who Collects the Information

Catholic Care ('Organisation') is a 'data controller' and gathers and uses certain information about you.

Data Protection Principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

About the Information we Collect and Hold

The table set out in the Schedule summarises the information we collect and hold, how and why we do so, how we use it and with whom it may be shared.

We may also need to share some of the categories of personal information set out in the Schedule with other parties, such as our professional advisers. Information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

We may also collect your data in the form of photos & videos.
Photos and videos may be used as a part of our social media, web & publicity.

Where Information May be Held

Information may be held at our Head Office and our individual regulated homes. We have secure measures in place to seek to ensure that there is appropriate security for information we hold.

How Long we Keep your Information

We keep your information during and after your volunteering for no longer than is necessary for the purposes for which the personal information is processed. Further details on this are available in our Record Retention Schedule (Volunteers) which forms part of our Record Retention Policy (Volunteers).

Your Rights to Correct and Access your Information and to Ask for it to be Erased

Please contact dataprotection@catholic-care.org.uk if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. By contacting dataprotection@catholic-care.org.uk we will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your Personal Information Secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to Complain

We hope that by contacting dataprotection@catholic-care.org.uk we can resolve any query or concern you raise about our use of your information. If not, please refer to the Organisation's Complaints Policy. If you are still not satisfied, contact the Information Commissioner at ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

THE SCHEDULE
ABOUT THE INFORMATION WE COLLECT AND HOLD

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name, contact details (i.e. address, home and mobile numbers, email address) and emergency contacts (i.e. name, relationship, home and mobile numbers)	From you	To enter into/perform the volunteer agreement. Legitimate interest: to maintain volunteer records and good volunteer practice.	To enter into/perform the volunteer contract.
Details of bank / building society account	From you	To perform the volunteer agreement including payment of expenses .	To ensure you receive the correct pay and benefits.
A copy of your driving licence, where required.	From you	To perform the volunteer agreement. To comply with our legal obligations. To comply with the terms of our insurance.	To ensure that you can legally drive, i.e. have passed your test and are not disqualified. Information may be shared with our insurer.
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs.	From you	To comply with our legal obligations and for reasons of substantial public interest.	To comply with our equal opportunities monitoring obligations and to follow our policies.
Criminal records information, including the results of Disclosure and Barring Service (DBS)	From you and the DBS	To perform the volunteer contract. To comply with our legal obligations.	To carry out statutory checks. Information shared with DBS and other regulatory authorities as required.