

## **Privacy Notice – How we handle your personal information**

### **1. Introduction**

Doncaster Metropolitan Borough Council needs to know certain things about you (e.g. your name, address, email address, etc.) so that we can manage our volunteer programme.

The Council is committed to meeting its data protection obligations and handling your information securely. This Notice sets out how we do that.

### **2. How will your information be used?**

Your information will be used to

- contact volunteers about volunteering opportunities and events
- manage volunteers hours and working arrangements
- provide training and guidance
- address health and safety issues
- assess the impact of our volunteer programme

### **3. What information about you do we collect?**

For the processing to which this notice relates to be carried out we use the following information:

- personal information (such as: your name, address, telephone number)
- sensitive personal information (such as: your ethnicity, information about your physical and mental health)

### **4. How do we collect information about you?**

We obtain your information from you directly. We will only collect information from other sources when you have provided their contact details. For example, if you ask us to contact another organisation for a reference.

### **5. Who will your information be shared with?**

We share information for a variety of reasons, such as to provide services to you, for safeguarding and the prevention and detection of crime. The Council will never sell your information to anyone else, but we may share some of it with other individuals and organisations, including;

- Companies that work for, or on behalf of, the Council;
- Central Government agencies (e.g. HM Revenue & Customs, Department of work and Pensions); and,
- Local Government Agencies such as South Yorkshire Pensions Authority.

We will only share your information when necessary and when the law allows us to, and we will only share the minimum information we need to. We will always use a secure way to share information.

## **6. The Legal Basis for using your information**

The Council collects and uses information about you on the basis that:

- you have given us your consent to do so
- to do so is necessary because of a legal obligation that applies to the Council such as compliance with employment law and health & safety legislation
- to do so is necessary for the performance of a task carried out in the public interest, i.e. the provision of museum services

## **7. How long will we keep your information?**

Doncaster Council will keep your information for a period of 6 years following completion of your service.

## **8. Your rights**

Data protection legislation gives you certain rights over your information. These rights are:

- to be informed of our use of information about you;
- of access to information about you;
- rectify information about you that is inaccurate;
- to have your information erased (the 'right to be forgotten');
- to restrict how we use information about you;
- to move your information to a new organisation;
- to object to how we use information about you;
- not to have decisions made about you on the basis of automated decision making; and,
- to complain about anything the Council does with your information (please see the next section).

Some of the rights listed above apply only in certain situations, and some have a limited effect. If you wish to know more about these rights, or to make a request in respect of one or more of them, please contact the Council's Data Protection Officer using the details below.

You can access information about yourself by making a subject access request. To make a request please email [information.governance@doncaster.govuk](mailto:information.governance@doncaster.govuk)

## 9. Data Protection Officer (DPO)

Under the General Data Protection Regulation which came into force on May 25<sup>th</sup> 2018, the Council is required by law to have a DPO. The DPO has a number of duties, including:

- monitoring the Council's compliance with data protection law;
- providing expert advice and guidance on data protection;
- acting as the point of contact for data subjects; and,
- co-operating and consulting with the Information Commissioner's Office (see 'Complaints' below).

The Council's Data Protection Officer can be contacted at [information.governance@doncaster.gov.uk](mailto:information.governance@doncaster.gov.uk)

## 10. Complaints

If you are unhappy with the way in which your information has been handled you should contact the Council's Data Protection Officer so that we can try and put things right.

Alternatively, and if we have been unable to resolve your complaint, you can also refer the matter to the Information Commissioner's Office (ICO). The ICO is the UK's independent body set up to uphold information rights, and they can investigate and adjudicate on any data protection related concerns you raise with them. They can be contacted via the methods below:

Website: <https://ico.org.uk/>

Telephone: 0303 123 1113

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