**What we do with your information when you volunteer with us through your workplace**

This notice explains how and why The Connection at St Martin-in-the-Fields uses your personal information when you volunteer with us through your workplace. Please read it carefully to understand our practices regarding your personal information and how we will treat it. If you have subscribed to our newsletter or made a donation, please also see the ‘How we use your details when you get involved to support us’ notice on our website.

We may update this notice from time to time. When we refer to “we” or “us” in this document we mean The Connection at St Martin-in-the-Fields. We are listed on the Information Commissioner’s register of data controllers under Registration Number Z7919091. For the purposes of the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR) and any applicable replacement legislation, we are the data controller.

**What kind of information we collect, why, and under what lawful basis**

We get most of the information from you when you apply to volunteer with us. This information includes:

* Your name, your pronouns and contact details – this is so we know how to contact you and how to address you
* Name of your workplace – this is so we know how who put us in touch
* Details of your next of kin and your date of birth – this is in case of medical emergencies

We will also make note of the details of your engagement with us, such as when and what role you volunteered in, as well as any feedback we have collected from you.

The lawful basis for us collecting and keeping this information is Legitimate Interest.

We also ask you to provide some more sensitive information (so-called ‘special category data’). This information includes:

* Where we ask for information about anything we should be aware of that might affect your ability to volunteer, the information you give us might be of sensitive nature, e.g. about your health or disability. We will use if to make suitable adjustments at the time you volunteer with us.
* We ask you to fill out an Equal Opportunities Form which includes the details of your ethnicity, sexual orientation, religion/belief and disability status. This is to help us understand the diversity of our volunteers and make sure we attract people from all walks of life. We anonymise the information as soon as we get it so it will help us produce statistic but we will no longer be able to link it with you.

The lawful basis for us collecting this information is your explicit consent. This means that providing this information is completely voluntary and we will delete it if you no longer want us to have it. If you would like this information deleted, please contact us on data.protection@cstm.org.uk

**Confidentiality**

We only ever use your personal information if we are satisfied that it is lawful and fair to do so. We will never sell your personal information or share it with third parties who might use it for their own commercial purposes.

We will only disclose your personal information to third parties:

* Where you have given us consent to share the information with the specific third party;
* Where we have a legal obligation to do so, e.g. a court order or an audit

Please bear in mind that your information may be shared internally in the course of our legitimate activities, e.g. to put you in touch with the shift leader. It may also be accessed by our external IT services provider if necessary to provide us with IT support.

**How long do we keep information about you?**

We will only keep your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. The time period your information stays with us varies depending on the activities you are involved in. Details of retention periods for different aspects of your personal information are contained in our retention policy which is available upon request.

These retention periods may be extended or reduced if required by applicable law or we deem it necessary, for example, to defend legal proceedings or if there is an on-going investigation relating to the information. We review the personal data (and the categories of personal data) we hold on a regular basis to ensure the data we are holding is still required and is accurate. If we discover that certain data we are holding is no longer necessary or accurate, we will take steps to correct or delete the data.

We will not transfer your personal information outside the UK and the European Economic Area (EEA) and all of our third party suppliers store information on servers located within the UK and EEA.

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 and share such information without further notice to you.

We only keep your personal information in a secure environment. Personal Data will only be used as set out in this notice.

**Your information rights**

Under certain circumstances, by law you have the right to:

* Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
* Ask us to correct personal information that we hold about you which is incorrect, incomplete or inaccurate.
* Ask us to erase your personal information from our files and systems where there is no good reason for us continuing to hold it.
* Object to us using your personal information to further our legitimate interests (or those of a third party) or where we are using your personal information for direct marketing purposes.
* Ask us to restrict or suspend the use of your personal information, for example, if you want us to establish its accuracy or our reasons for using it.
* Ask us to transfer your personal information to another person or organisation.
* You can withdraw consent to processing at any time by contacting us on data.protection@cstm.org.uk or by phone on 02077665544

If you have any questions about this notice or how we handle your personal information, or to make use of any of the rights described above, please contact us on data.protection@cstm.org.uk, 12 Adelaide Street, London, WC2N 4HW, or telephone 020 77665544.

You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues.