

# Volunteer Privacy Notice

Royal Berkshire Fire and Rescue Service (RBFRS) collects and processes personal data relating to its volunteers to manage the volunteering relationship. RBFRS is committed to being transparent about how it collects and uses that data and to meeting obligations under the General Data Protection Regulation (GDPR). If you have any queries about the processes or how we handle your information please contact us at [volunteer@rbfrs.co.uk](mailto:volunteer@rbfrs.co.uk)

## What information does RBFRS collect?

RBFRS collects and processes 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
- Details of your qualifications, skills, experience and previous employers
- Details of your bank account and National Insurance number
- Information about your marital status, next of kin, dependants and emergency contacts
- Information about your nationality and entitlement to work in the UK
- Information about your criminal record
- 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. This information will be used in order to comply with our Health and Safety obligations to consider how your health affects your ability to volunteer and whether any adjustments may be appropriate.
- Equal opportunities monitoring information including information about your ethnic origin, sexual orientation, health and religion or belief

RBFRS collects information in a variety of ways. For example data is collected through application forms; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during volunteering; from correspondence with you; or through interviews, meetings or other assessments. RBFRS also collects personal data about you from third parties, such as references supplied by former employers and, where applicable, information from criminal record and security checks permitted by law.

Data is stored in a range of different places, including in your hard copy Personnel Record File (PRF) and other hard copy files (e.g. discipline investigation files) and various electronic files and systems.

## Why does RBFRS process personal data?

RBFRS needs to process data to enter into a volunteer agreement.

In some cases, RBFRS needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check your entitlement to work in the UK, to comply with health and safety laws. For certain positions it is necessary to carry out criminal records or security checks to ensure that individuals are permitted to undertake the role in question.

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In other cases, RBFRS has a necessity in line with public interest to process personal data before, during and after the end of the volunteering relationship.

Processing volunteer data allows the organisation to:

- Run volunteer recruitment processes;
- Maintain accurate and up to date contact details (including details of who to contact in the event of an emergency)
- Operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the service;
- Volunteer training records to ensure knowledge is kept up to date
- Obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, support health and wellbeing improvement initiatives
- Provide references on request for current or former volunteers;
- Respond to and defend against legal claims
- Maintain and promote equality
- Responding to Freedom of Information and Subject Access Requests

Certain information, such as contact details and your right to work in the UK have to be provided to enable RBFRS to enter into a volunteer agreement with you.

RBFRS processes health information if it needs to make reasonable adjustments to the volunteer recruitment process for candidates who have a disability.

Information about gender, ethnic origin, sexual orientation; health or religion or belief is collected for the purposes of equal opportunities monitoring. Volunteers are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

## **Our legal basis for processing your data.**

We will only use your personal information when the law allows us to. These are known as the legal bases for processing.

Under the General Data Protection Regulation (GDPR), it is necessary to process your personal data under the following conditions:

- To meet the obligations under the volunteer agreement
- To meet a legal obligation, for example to ensure you have the right to live and work in the United Kingdom
- With your consent, in terms of any information you may provide about your health so we might make reasonable adjustments and support you in anyway.

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## Who has access to data?

Your information will be shared internally with those who need access to it in order to undertake your role within the organisation, including but not limited to the Volunteer Co-ordinator, members of Human Resources, and Learning & Development, Finance, your line manager, managers in the area in which you work and ICT staff.

RBFRS shares your data with third parties in order to obtain references and obtain necessary criminal record checks with the Disclosure and Barring Service.

## How does RBFRS protect data?

RBFRS takes the security of your data seriously. The organisation 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 specific employees in the performance of their duties.

Where RBFRS engages third parties to process personal data on its behalf, it does 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 data.

RBFRS will take all reasonable steps to ensure that volunteers' personal information is accurate, complete and current. Volunteers also have a shared responsibility with regard to the accuracy of personal information. Volunteers should notify the Volunteer Co-ordinator and HR of any changes to personal information.

## For how long does RBFRS keep data?

RBFRS will retain your personal data as long as necessary to achieve the purpose for which it was collected, usually for the duration of any volunteer agreement and for any period thereafter as legally required or permitted by applicable law.

The default standard retention period for RBFRS Volunteer records is 6 years plus current, otherwise known as 6 years + 1. This is defined as 6 years after the last entry in a record, followed by first review or destruction to be carried out in the additional current (+ 1) accounting year.

Further details of this can be found in retention schedules on Siren, the RBFRS website or on request.

## Your rights

Under the General Data Protection Regulation you are entitled to exercise your right to object to us processing your data and obtain information that is held about you.

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If at any point you believe the information we process on you is incorrect, you can request to have it corrected or deleted. Where possible we will seek to comply with your request but we may be required to hold or process information to comply with a legal requirement.

If you wish to discuss the information we hold about you, make a complaint about how we have handled your personal data or object to us processing it, you can contact our Data Protection Officer (DPO) who will investigate the matter.

## How to contact us

Our Data Protection Officer is Becca Chapman and you can contact her at:

Royal Berkshire Fire and Rescue Service Headquarters  
Newsham Court  
Pincent's Kiln  
Calcot  
Reading  
Berkshire  
RG31 7SD

(0118) 945 2888

[DataProtection@rbfrs.co.uk](mailto:DataProtection@rbfrs.co.uk)

If you are not satisfied with our response or the way we handle your information, you can complain to the Information Commissioner's Office (ICO):

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

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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15 January 2019