



Privacy Notice Template – Volunteers

This privacy notice tells you about the information we collect from you when you **register to be a volunteer**. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

Who are we?

We are Volunteer Dundee

You can contact us:

volunteer@volunteerdundee.org.uk, Gateway West, 7 Luna Place, Dundee DD2 1XF.
Pat Cosgrove 01382 305705

Any enquiries about our use of your personal data should be addressed to the contact details above.

What personal data do we collect?

When you register to be a volunteer, we ask you for personal information including your name, address, email, phone, date of birth, gender, ethnic group, employment status, disability status, and any support needs if applicable. You do not need to provide us with any of this information if you prefer not to.

Why do we collect this information?

We will use your information to match you with relevant volunteer opportunities you may be interested in, and to keep track of the work we are doing with volunteers and community/voluntary organisations.

We require this information to provide the service to you ensure that you and volunteer-involving organisations can be appropriately supported. We also evidence the work we are doing in the local voluntary sector, which will involve openly publishing anonymous aggregated statistics.

What do we do with your information?

Your information is stored in the Milo database for the third sector interface network in Scotland. Milo is operated on the Salesforce platform and managed for us by Scottish Council for Voluntary Organisations (SCVO), acting as a data processor. You can find out more about SCVO at their website: www.scvo.org.uk

Your data will not be shared with third parties, except where you give us permission to do so (e.g. if you ask to be put in contact with a voluntary organisation advertising a relevant opportunity).

How long do we keep your information for?

We will keep your information for as long as you are an active volunteer with us. If we do not engage with you for a period of three years, your personal information will then be deleted from our system.

Your rights over your information

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate.

You can also ask us to give you a copy of the information and to stop using your information for a period of time if you believe we are not doing so lawfully.

To submit a request by email, post or telephone, please use the contact information provided above.

Your right to complain

If you have a complaint about our use of your information, you can contact the Information Commissioner's Office via their website at www.ico.org.uk/concerns