

VOLUNTEER RECRUITING ORGANISATION PRIVACY NOTICE

Pershore & District Volunteer Centre (PVC), the Data Controller, takes the privacy and security of your personal data very seriously. In this Privacy Notice, we set out how we collect and use your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

We will comply with data protection law, including the six principles of the UK GDPR, which are: To process your personal data lawfully, fairly and in a transparent way; to collect and use your personal data only for the valid purposes that we have advised you about; to only process your personal data to the extent necessary; to keep your personal data accurate and up to date; to keep your personal data only as long as necessary; and to keep your personal data secure.

Personal data that we process

We collect, store, and use the personal data that you supply when registering your organisation and registering volunteering opportunities with us, which includes:

- Contact name, position, address, telephone number, email address,

How we collect and use your personal data

We collect personal data about you, directly from you when you register with us.

We use your personal data solely in the conduct of legitimate PVC business. The UK GDPR lawful processing basis is legitimate interests. We process your personal data for the following purposes:

- To communicate with you about the volunteer referral service that you have requested, including forwarding details of volunteers best matching your stated requirements and seeking feedback on our service, as set out in the Terms of Agreement.

We may use a third party to contact you to seek feedback. We will not share your personal data with other third parties, or send it outside the UK. We will retain your personal data for three years from our last contact, after which it will be securely destroyed.

Your rights

You have various rights under the UK GDPR, including the right of access to your data, the right to have errors corrected and the right for your data to be deleted. To exercise these rights, please contact us in writing at Pershore & District Volunteer Centre, 1 Billing House, Pershore WR10 1EY or by emailing admin@pershorevolunteers.org.uk. You can also drop in or telephone us on 01386 554299 to discuss any queries or concerns. You have the right to make a complaint at any time to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Should any of the data that you provide relate to your organisation but not to an identifiable person, it will still be processed only as described above. While the UK GDPR applies only to personal data, PVC also abides by the provisions of the Privacy and Electronic Communications Regulations on direct marketing.