

Privacy notice - Volunteering

How we will process your data

In completing this application, you have given the council your consent to process the personal data supplied for the purpose of applying for a volunteer position and then if successful, to then fulfil our obligations to you in respect of your volunteering arrangements with the council. This processing is completed in accordance with 6 (1)(a) and 9(2)(a) of the General Data Protection Regulations (GDPR).

The type of data we collect

In order to complete your application, the council will process the personal and sensitive data you have supplied. This will include; name, address, data of birth, National Insurance number, health information, bank account details for the payment of volunteer expenses and any information obtained following a Disclosure Barring Service (DBS) check, where required.

How long we keep your data for

If you are unsuccessful, your personal data will be retained for a period of six months after the recruitment process has concluded. All data will then be deleted and shredded.

If you are successfully recruited by the council, the information that you and others, including any references sought, have provided, will be retained for seven years after you cease volunteering with the council. Your data will then be deleted and shredded.

Sharing your data

Your personal data may be shared with internal council services to contact you about training or any other issue that is related to your time spent volunteering for Wyre Council. The personal information you have supplied to Wyre Council will not be shared with any external organisation.

External volunteer opportunities will be forwarded to you via Wyre Councils Volunteer Service. If you are interested in any of these opportunities, you will be required to contact the relevant organisation directly.

Your rights

You have the right to request access to the information that we hold about you. To make a request for a copy of your personal information, please contact our Information Governance Manager, Joanne Porter.

In addition to the above, you also have the right to:

- in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- data portability

If you wish to execute any of these other rights, please contact the councils Data Protection Officer.

Contact us

If you have any questions about how we handle your personal data, please contact the council's Data Protection Officer; Joanne Billington on 01253 887372 or visit wyre.gov.uk/privacy for further information.

You also have the right to contact the [Information Commissioner](#) if you are unhappy with how we are handling your personal data.