

The Country Trust - Volunteers Privacy Notice

What is the service being provided?	Volunteer Records at The Country Trust							
What personal data do we need from you?	Name	Address		Date of Birth				
	Contact Data	Bank Details* *required when claiming expenses		Emergency Contact data	Safeguarding checks: ID checks (e.g. passport, Driving licence and Utility bill)			
	NOTE: items in red are OPTIONAL and there are no negative consequences for refusing to supply these pieces of information.							
Who will be using your Personal Data?	Who is the Data Controller?			The Country Trust				
	Who is the Data Controller's Data Protection Officer?			The Country Trust is not required to have a Data Protection Officer. We have a Data Officer who is the Office Manager - Alison Smith				
	Are there any Data Processors?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
	Who are they?			DBS Service, Coordinator				
What will it be used for and what gives us the right to ask for it and use it?	The Purpose			Safeguarding, Management, Emergency contact and to satisfy our insurance policy criteria.				
	The Legal Conditions			<ul style="list-style-type: none"> Social Protection Legitimate Interest 				
Who else might we share your data with?				SAFE, DBS Service				
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?				No				
How long will your data be kept?	When will it stop being used?			Termination of volunteering + 6 years with regard to references				
	How long after this will it be deleted?			Termination of volunteering + 6 years				
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>

Privacy Volunteers
V1.0 – April 2018

As you are giving us your data directly?	This is the reason why we are allowed to ask for it and use it:	Safeguarding	
	This is what could happen if you refused to let us use your data for this purpose:	Unable to use you as a volunteer for The Country Trust	
As you are not giving your data directly to us:	This is who is giving us your personal data:	Referees (i.e. previous employer and personal references), DBS Service	
	This is a source of personal data open to anyone	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	These are the categories of personal data being given to us	Basic Demographics, e.g. name, address, Date of Birth, Contacts, references from previous employers and personal referee.	
Visit the following links for more information about Privacy Law, our obligations and your Rights:			
The ICO Guide to the General Data Protection Regulations (overview) The General Data Protection Regulations 2016			
If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Officer by the following means:			
Postal Address	The Country Trust, Moulsham Mill, Parkway, Chelmsford, CM2 7PX		
Email	asmith@countrytrust.org.uk		
Telephone Number	01245 608363		
If you still have concerns following our response, you have the right to raise the matter with the Information Commissioners Office:			
Postal Address	Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF		
Online Form	https://ico.org.uk/concerns/handling/		
Phone Number	0303 123 1113		

The Country Trust can share without an individual's knowledge in cases where, for example, personal data is processed for: • the prevention or detection of crime; • the apprehension or prosecution of offenders; or • the assessment or collection of tax or duty. An organisation processing personal data for one of these purposes is exempt from the fairness requirements of the DPA, but only to the extent that applying these provisions would be likely to prejudice the crime and taxation purposes.