Privacy Notice: Volunteer Data

Version Number	Date of Issue	Department	Owner
1.0	06/03/2019	Marketing, Membership and Income Growth	Senior Data Protection Officer / Head of Volunteering

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1. Policy

The WEA Data Protection Policy states:

*In order to be fair and transparent about our processing activities, the WEA provides individuals with clear information about how we process their personal data. This information is referred to as a **privacy notice.***

Privacy notices are made available to data subjects at the point of data collection, whether this is via a website, a paper form or over the telephone. The WEA will take steps to ensure this information is concise, transparent, intelligible and easily accessible form, using clear and plain language.

All WEA Privacy Notices include:

- *The controller's identity and contact details;*
- *The Data Protection Officer's contact details;*
- *What personal data is processed;*
- *The purposes of the processing;*
- *The lawful basis for the processing;*
- *Who the personal data will be shared with;*
- *Details of any international transfers of personal data;*
- *The period for which personal data will be stored;*
- *Details of any automated decision-making using the personal data;*
- *Details of the data subject's rights and how they can exercise these;*
- *Details of how to complain to the Information Commissioners Office if unsatisfied.*

2. Purpose

This privacy notice is intended to describe how the WEA collects, uses, shares and retains your personal information and informs you about your choices regarding use, access and correction of your personal information. The WEA is committed to ensuring that any personal information it receives is secured and handled in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

3. Who collects my personal data?

Your personal data is collected in England and Scotland by the Workers' Educational Association (WEA), a charity registered in England and Wales (no. 1112775) and in Scotland (no. SC039239).

Address: 4 Luke Street, London, EC2A 4XW
Tel: 0300 303 3464
Email: supportservices@wea.org.uk
Website: wea.org.uk

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4. Contact details for the WEA Data Protection Officer

Tel:	0300 303 3464
Email:	dataprotection@wea.org.uk
Address:	10B, Josephs Well, Hanover Walk, Leeds, LS3 1AB

5. What personal data does the WEA process?

The list below outlines the maximum extent of the volunteer personal data we process:

- Your name and contact details (title, first name, middle name, surname, address, telephone number, mobile number, email address);
- Your date of birth (age);
- Your sex;
- Your current employment status;
- Information about disabilities (Special Category Data);
- Criminal records information, including the results of Disclosure and Barring Service (DBS) Checks. (Criminal Records Data);
- Your ethnicity (Special Category Data);
- The name, role and contact details of your referee (name, role / relationship, address, telephone number, email address)

6. What does the WEA use my personal data for?

The WEA collects and processes your personal data for the following purposes:

Processing your volunteer application - we will use your personal information to check your details are accurate, follow up on references, undertake a Disclosure and Barring Service (DBS) check if required for the role, share our policies and privacy information and allocate you to a suitable volunteer role within the WEA.

Setting you up with accounts on our systems – we may use your personal information to create and send you the details of user accounts that have been set up on our systems to support you while you are volunteering for us. Current examples of these are:

- Office 365 email account which should be used for all communication related to your role with the WEA.
- WEA Intranet so that you can access our policies and supporting guidance documentation.
- Our e-learning platforms (Canvas and Engage in Learning) and their supporting systems, so that you can access WEA training modules needed as part of your volunteer role. (As part of this process you may be required to agree to the additional terms and conditions required by these e-learning platforms). The privacy information for the Canvas system is available from instructure.com/policies/intl-privacy and the privacy information for the Engage in Learning system is available from: engageinlearning.com

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We may also need to contact you about changes to your user accounts, scheduled maintenance, or other user account related issues. The WEA will never ask you for your account log in details.

Providing you with the training required for your role - we will use your personal information to schedule your volunteer induction and provide you with the training you will need for your volunteer role.

Providing you with day to day leadership and support - You will be allocated a WEA line manager who will be given your contact details and information about any specific support requirements you may have so that they can work with you to ensure that you know what is expected, and are given the appropriate support you need for your volunteer role.

Internal communications – We may distribute your contact details internally so that WEA staff members, tutors and other volunteers can contact you about WEA business matters.

Sending you automated notifications – Depending on your volunteer role, we may need to send you automated notifications.

Publicity – Depending on your volunteer role, (and only in specific circumstances with additional permission), we may use your name and contact details in WEA paper based and electronic publicity materials.

Making you aware of WEA volunteering opportunities – We may use your personal information to let you know about local or national volunteering opportunities that you may be interested in.

Sending you a regular volunteer newsletter and volunteer updates – We will use your personal information to send you our regular volunteer newsletter. We may also send you additional communications in order to keep you updated about key WEA issues / activities / WEA updates.

Letting you know about volunteer events like AGM's and our National Conference – As WEA volunteers you are entitled to attend volunteer events and vote at local Annual General Meetings (AGM's) and our National Conference. As part of this commitment to democracy for our volunteers, the WEA may use your personal data to send you information about these events.

Producing anonymous statistics – As a voluntary organisation we will use some of the personal data we collect to produce anonymous statistics on our membership and volunteers for use in publicity, funding bids and as part of educational campaigning activities.

7. What lawful basis does the WEA use for collecting my personal data?

The lawful basis used by the WEA for the collection of volunteer personal data under article 6 of the GDPR is:

6 (1) (b) The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

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The lawful basis used by the WEA for the collection of volunteer special category personal data under article 9 of the GDPR is:

9 (2) (d): Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects.

8. Who does the WEA share my personal data with?

The WEA may share some or all of your personal data with:

- Data processing organisations under contract with the WEA
- Media organisations (only with your additional permission)
- Statutory bodies (e.g. Safeguarding Authority, Health & Safety Executive, Information Commissioners Office)

If you require more detailed information about who we share personal data with, please contact dataprotection@wea.org.uk

9. International transfers of data

Your data may be transferred internationally. If your data is transferred, WEA will legally safeguard your personal data by:

- Transferring to the EEA countries
- Transferring to an adequate EU country, or a US Privacy Shield company.
- Transferring under “EU Model Clauses” agreement with the importing party.

Owing to the global nature of the Internet infrastructure, the information you provide may be transferred in transit to countries outside the European Economic Area that do not have similar protections in place regarding the protection of your personal data. Where this is the case end-to-end encryption will be employed to transmit the data securely.

10. How long do we keep your personal data?

The WEA will keep your personal information for the duration of your volunteering with us. If you resign from your volunteering role, you will be marked as inactive and the WEA will keep your personal information for **one year**. After this time, your volunteer record will be destroyed or anonymised.

If you have engaged with governance activities while volunteering for the WEA, and your personal details are included in committee minutes, these are kept indefinitely for historical purposes.

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11. Does the WEA use automated decision making?

If you have been invited to training on our e-learning platforms (Canvas or Engage in Learning), we may use automated methods to mark any tests or assessments that you undertake. With the exception of this, the WEA does not use automated means to make decisions that affect you.

12. What are my rights?

The right to be informed - the WEA must provide you with information about what we are using your personal data for, why we are using it and how long it will be kept for.

The right of access - at any time, you have the right to obtain access to the personal data the WEA holds about you.

The right to rectification - at any time, you have the right to ask for incorrect, inaccurate or incomplete personal data to be corrected.

The right to erasure - at any time, you have the right to ask for any personal data the WEA holds on you to be erased when it's no longer needed or if holding it is unlawful.

The right to object - at any time you have the right to object to the processing of your personal data for marketing or research purposes.

The right to data portability - at any time you have the right to request that the WEA provides your personal data in a machine-readable format so that you can send it to another organisation or individual.

Rights in relation to automated decision making and profiling – at any time, you have the right to challenge the results of automated assessments carried out on the Canvas or Engage in Learning e-learning platform and request that they be marked by a person. The best way to do this is to contact the person who organised the training. It can also be requested as a Subject Access Request (see the 'how do I exercise my rights?' section below).

The right to restrict processing - at any time you have the right to request that the WEA restricts the processing of your personal data. This is not an absolute right and only applies in certain circumstances. It means that the WEA can store your personal data but must not do anything with it until the restriction is lifted.

13. How do I exercise my rights?

In order to exercise your rights under the General Data Protection Regulation you must make a Subject Access Request (SAR). You can do this by completing our SAR web form: https://app-de.onetrust.com/app/#/webform/25919219-0f28-40a4-a522-ab332669e8ac or by calling our Helpdesk on 02070 967738.

14. How do I complain?

If you are unhappy with the way the WEA has handled your personal data and you would like to make a complaint, please contact our Data Protection Officer.

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Address:	10B, Josephs Well, Hanover Walk, Leeds, LS3 1AB

If you don't feel that the WEA has responded to your complaint in a satisfactory manner, you can then raise concerns about the processing of your personal data with the Information Commissioners Office (ICO). Please see: ico.org.uk/concerns or call the ICO on 0303 123 1113.

15. Review Period

This privacy notice should be reviewed every six months by the Senior Data Protection Officer and Data Owner.

16. Revision History

Version Number	Date of Change	Description of Change
0.1	14/01/2019	First draft version for review
0.2	14/01/2018	Additional purpose added.
0.3	05/03/2019	Information about Engage in Learning added and privacy notice aligned with new volunteer application form.
1.0	05/03/2019	V0.3 approved for release by AA – Head of Volunteering

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