

Privacy Notice: Volunteer Data

Version Number	Date of Issue	Department	Owner
2.0	15/01/26	Governance and Purpose	Volunteering Manager

Introduction

At Workers' Educational Association ("WEA"), we are committed to protecting and respecting your privacy.

This notice explains 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, the Data Protection Act 2018 and Data Use and Access Act (DUAA) 2025.

Our notice applies to all learners registered on WEA courses and other service users.

By giving WEA your information or by using our website you are confirming that you are agreeing to be bound by this notice.

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: WEA, First Floor, Coach Works, 21 The Calls, Leeds, LS2 7EH
Website: www.wea.org.uk
Telephone: 0300 303 3464

The WEA is registered with the Information Commissioners Office (ICO) as a Data Controller under reference Z4686639. We have appointed a Data Protection Officer (DPO) to oversee our processing of personal information.

Contact details for the WEA Data Protection Officer

Email: dataprotection@wea.ac.uk

What personal data will the WEA collect?

The WEA will collect the following information about you:

- 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 employment history
- Information about disabilities (Special Category Data)
- Criminal records information, including the results of Disclosure and Barring Service (DBS) Checks and supporting documents such as a passport or driving licence. (Criminal Records Data)
- Your ethnicity (Special Category Data)
- The name, role and contact details of your referee
- Emergency contact information

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.
- The volunteer area of the WEA website
- For some, Office 365 SharePoint pages
- Our e-learning platform (Canvas) and its 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 this e-learning platform). The privacy information for the Canvas system is available from [Product Privacy | Policy \(instructure.com\)](https://www.instructure.com/privacy).

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 Colleague who will be given your contact details and information about any specific

support requirements you may have. They will 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 will use 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 will send you automated notifications.

Publicity – Depending on your volunteer role, (and only in specific circumstances with your explicit consent), 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 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.

Emergency contact information – We collect this information so that we have contact details of who to contact in the event of an emergency for volunteers. This information will only be used for this purpose.

How do we manage your personal information?

Processing of your personal information will be undertaken in accordance with the principles of the Data Protection Act 2018, UK General Data Protection Regulation and Data Use and Access Act (DUAA) 2025.

Access to information is restricted to authorised individuals on a strictly need to know basis. We will treat your personal information fairly and lawfully. We will ensure that information is:

- Processed for a specific purpose.
- Kept up to date, relevant and not excessive.
- Not kept any longer than necessary.
- Kept secure.

What are the lawful bases for processing information?

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

- **Contract**
When you become a volunteer you agree to terms set out in WEA's volunteering agreement; we will process your personal data as required to uphold our end of the volunteering agreement.
- **Legal Obligation**
WEA are governed by certain legislation, regulations and standards that may require us to retain your data as well as share it with a range of different organisations and public sector agencies or government bodies.
- **Vital Interests**
In an emergency we may be required to share your personal details with the Emergency Services or Local Authorities.
- **Legitimate interest**
We may process your personal data if it is necessary for our legitimate interests, and you would reasonably expect us to hold and process this data.
- **Consent**
You have given clear consent for us to process your personal data for a specific purpose, like sending us a query or subscribing to receive marketing information.

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

- **Not-for-profit-bodies**
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.

Who does the WEA share my personal data with?

When necessary or required we will share your personal information as follows:

- 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)

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 the United States under the UK Extension to the EU-US Data Privacy Framework
- Transferring under the “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.

How long is personal data kept?

We will only hold your data for as long as reasonably necessary and in line with our Data Retention Schedule. This does mean that your data may be retained for a period of time after you have stopped using WEA's services.

Does the WEA use automated decision making?

If you have been invited to participate in a learning activity on our e-learning platform (Canvas), 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.

What rights do I have about my personal data and how it is used?

You have rights under Data Protection legislation regarding the information WEA processes about you:

1. The right to be informed – to be informed why, where, and how we use your information.
2. The right of access – to access personal information we hold about you.
3. The right to rectification – to ask for your information to be corrected if inaccurate or incomplete.
4. The right to erasure – to ask for your information to be deleted or removed if there is no need for us to continue processing it.
5. The right to restrict processing – to ask us to restrict the use of your personal information.
6. The right to portability – to ask us to copy information from one system to another.
7. The right to object – to object to how your information is used.
8. Rights in relation to automated decision making – to challenge any decisions made without human intervention.
9. The right to lodge complaint to the Information Commissioners Office, contact details are below.
10. If our processing based upon your consent – to withdraw your consent.

How do I exercise my rights?

To exercise your rights under the General Data Protection Regulation, please send your request by email to dataprotection@wea.ac.uk

How do I complain?

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

Email: dataprotection@wea.ac.uk

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 Commissioner's Officer (ICO). Please see <https://ico.org.uk/make-a-complaint/> or call the ICO on 0303 123 1113

Review Period

This privacy notice should be reviewed annually or if there is a significant change in the service we provide.