

# Volunteer Privacy Notice

## The Guildford Diocese Board of Finance

### Introduction

The Church of England comprises many different Charities and Office Holders; it is a community rather than an organisation. The Diocese of Guildford itself is made up of multiple charities, one of which is the Guildford Diocesan Board of Finance (“DBF”, “we”, “our”). The DBF is the legal entity through which many of the diocesan responsibilities and functions are achieved.

This privacy notice applies to volunteers engaged by DBF or supporting activities run by DBF within the Diocese. This privacy notice does not form part of any contract of employment or other contract to provide services.

### What data do we process?

DBF collects and processes a range of information about our volunteers. This includes some or all of the following:

- your name, address and contact details, including email address and telephone numbers
- your date of birth
- details of your education, qualifications, skills, experience and employment history, including start and end dates and notice period
- details of whether you are a relative or a partner of, or have any close personal relationship with any employee of the DBF or any person connected with the DBF
- details of any conflicts of interest you may have with the DBF, including other employment, voluntary work, and connections with the wider Diocese.
- details of your registration with or membership of any professional bodies required for you to be able to practice in your profession or meet the requirements of the volunteer role that you have applied for or undertake, and details of any sanctions or restrictions placed upon you that affect your ability to practice in that role.
- information about your identity and entitlement to work in the UK.
- information about your criminal record where applicable to your role.
- whether or not you have a disability for which we need to make reasonable adjustments.
- equal opportunities monitoring information, including information about your gender, whether you are married or in a civil partnership, ethnic origin, sexual orientation, religion or belief, health and disability.
- where you have applied for a role that would require you to drive on business we will collect details of your driving licence and any driving offences that you incur and details of your car insurance, tax and MOT.

DBF will collect this information in a variety of ways. For example, data might be collected through application, CVs, obtained from your passport or other identity documents such as your driving licence and qualification certificates, or collected through interviews or other forms of assessment.

Registered Address: Church House Guildford, 20 Alan Turing Road, Guildford, Surrey, GU2 7YF

T: 01483 790300 E: [data.protection@cofeguildford.org.uk](mailto:data.protection@cofeguildford.org.uk) [www.cofeguildford.org.uk](http://www.cofeguildford.org.uk)

The Guildford Diocesan Board of Finance is a registered charity (248245) and a company limited by guarantee and registered in England and Wales (225289).

DBF may also collect information about you from third parties, such as references supplied by current and former employers, other organisations in relation to pre-volunteering checks, such as registration with professional bodies where a requirement of the role and information from criminal records checks permitted by law.

### **Why do we need your personal data and how do we use it?**

We use your personal information to exercise our responsibilities as the organisation you are volunteering through in line with legislation, best practice and our policies and procedures. In addition to our general oversight of your volunteering work, we are responsible for assessing your qualifications, experience and memberships, your criminal background (for specific volunteering roles only) and your ongoing suitability for the volunteering role within the diocese.

We don't use this data for any other reason, nor do we sell to any third parties or use it to contact you about any unrelated services.

### **What is the legal basis for processing your personal data?**

For the purposes of your volunteering work, we rely on your consent as the basis for processing your data and to meet our legal obligations in relation to managing the safety and security of individuals.

### **Special category & criminal conviction data**

We collect personal identifiers and special category information that match the **protected characteristics** within the Equalities Act 2010. This may include racial/ethnic origin, religious or philosophical beliefs, health, sex orientation. This information is processed under the following legal grounds:

- To comply with our legal obligations under the Equalities Act 2010
- Where explicit consent has been obtained
- Where it is necessary for carrying out our obligations in the field of social protection law

### **Sharing your personal data**

Your information will be shared internally and seen by authorised DBF staff for the purposes of managing the volunteer relationship. This will include members of our People team, your manager, and other senior managers if access to the data is necessary for the performance of their roles.

DBF may share your data with third parties in order to obtain pre-employment checks required for the volunteering role. This includes your referees and other organisations such as those who obtain checks through the Disclosure & Barring Service, if required for the volunteer role.

### **How long do we keep your personal data?**

We keep your personal data for the duration of your volunteering work with us, plus an additional six years after the relationship has come to an end. It is your responsibility to inform us of any changes to your information, for example if you change address.

### **Your rights and your personal data**

Subject to certain conditions, and in certain circumstances, you have the right to:

- request access to your personal information - this is usually known as making a data subject access request and it enables you to receive a copy of the personal information, we hold about you

- request rectification of your personal information if it is incorrect - this enables you to have any inaccurate or incomplete personal information we hold about you corrected
- request the erasure of your personal information - this enables you to ask us to delete or remove your personal information where there's no compelling reason for its continued processing, e.g. it's no longer necessary in relation to the purpose for which it was originally collected
- restrict the processing of your personal information - this enables you to ask us to suspend the processing of your personal information, e.g. if you contest its accuracy and so want us to verify its accuracy
- object to the processing of your personal information - this enables you to ask us to stop processing your personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground.

If you wish to exercise any of these rights, please contact our data protection coordinator. We may need to request specific information from you in order to verify your identity and check your right to access the personal information or to exercise any of your other rights. This is a security measure to ensure that your personal information is not disclosed to any person who has no right to receive it.

### **Transferring personal information abroad**

DBF will not store or send your personal data outside of the European Economic Area (EEA), except in instances where requests for references are sent to referees you have provided who outside of the EEA.

### **Complaints**

If you have any concerns or queries about how we handle your personal data, please contact our Data Protection officer at: [data.protection@cofeguildford.org.uk](mailto:data.protection@cofeguildford.org.uk).

You have the right to make a complaint at any time to the Information Commissioner online at: [Your personal information concerns | ICO](#) or by phone on 0303 123 1113 (local rate).

### **Changes to this privacy notice**

DBF reserves the right to update or amend this privacy notice at any time. We keep this privacy notice under regular review and we will place any updates on the [Diocesan web site](#).

### **How to contact us**

If you have any questions about this privacy notice or how we handle your personal information, please contact either **Geraldine Newbold, Diocesan Secretary** or **Andy Morgan, Head of People**.