

BEEAS

Trustee/Volunteer Privacy Notice

How we use your information

Birmingham Ethnic Education and Advisory Service (BEEAS) is a well-established organisation, whose purpose is to help adults from local communities in the City of Birmingham.

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| This Privacy Notice explains your privacy rights and how we gather, use, store and share your information. If you want to get in touch, please contact the Data Protection Officer (currently the Executive Director) at:  1st Floor, Middle Office, Lozells Methodist Community Centre  163 Gerrard Street  Lozells  Birmingham  B19 2AH  Telephone – 0121 716 6206  Email - info@beeas.org  An electronic copy of this document can be found at the BEEAS main office. Ask Beeas Admin team  Alternatively, you can contact the Information Commissioner’s Office at http://www.ico.org.uk/concerns |

BEEAS is committed to protecting the privacy and security of your personal information.

This Privacy Notice describes how we collect and use personal information about you during and after your relationship with us, in accordance with relevant data protection rules.

BEEAS is a Data Controller. This means it is responsible for deciding how we hold and use personal information about you. We are required under Data Protection legislation to notify you of the information contained in this Privacy Notice.

This privacy notice explains how we collect, store and use personal data about individuals working with BEEAS in a voluntary capacity, including trustees. It explains what your privacy rights are and how the law protects you. As a valued volunteer/trustee you need to be clear and comfortable with how we collect your personal information and what we do with it. Your personal data is any data that identifies you, or which can be identified as relating to you personally.

It is important that the personal information we hold about you is accurate and current, if it is not then we will be breaching data protection law. Please keep us informed if your personal information changes during your relationship with us.

**The information we collect**

We process data relating to those volunteering at BEEAS. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

* Contact details
* References
* Evidence of qualifications
* Employment details
* Information about business and pecuniary interests

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This may include information about (where applicable):

* Race, ethnicity, religious beliefs, sexual orientation and political opinions
* Disability and access requirements

**How we collect volunteer information**

Most of the information we will collect and use will be directly provided by you, and you will therefore be aware of what it is.

Examples of other categories of information which may be obtained from third parties may include:

references from one or more referees you have nominated.

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

**How we use this information**

The purpose of processing this data is to help us run BEEAS to:

* Establish and maintain effective governance
* Meet statutory obligations for publishing and sharing trustees’ details
* Facilitate safe recruitment, as part of our safeguarding obligations
* Undertake equalities monitoring
* Ensure that appropriate access arrangements can be provided for volunteers who require them

We use this information so that we can recruit you to the right volunteering role and give offer you ongoing support.

We will only pass on your information to third parties with your agreement.

BEEAS will not always need consent to use your personal information such as when required to meet regulatory requirements.

**The purposes for which we may use personal data**

As a Charity whose purpose is to help adults from local communities in the City of Birmingham we need to keep and process information about you to pursue the legitimate interests of the Charity and for the proper provision of volunteering.

Examples of these legitimate interests are:

* for administrative purposes
* to identify and arrange volunteer opportunities of interest to you
* to provide you with relevant information on your volunteering role with BEEAS

We will not use your data in a way which adversely affects your interests.

**The lawful basis on which we process this information**

Of the permitted legal reasons for “processing” (meaning “using”) your personal data, the following are the ones most likely to be relevant:

**The legitimate interests of the Charity** (see examples above)

* + It will be in the legitimate interests of the Charity to use personal data for a purpose for which it was supplied, and any related purpose which in furtherance of the Charity’s objects.

**A contract or proposed contractual relationship with you**

* + Use of personal data is permitted where it is for the purpose of performing a contract or anticipated contract.

**Express consent**

* + Express consent Personal data can be used when we have your express consent to use it.

**A legal obligation of the Charity**

* + For example, DBS checks where appropriate.

**Sharing volunteer information**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

* Government departments or agencies – to meet our legal obligations to share information about trustees
* Our local authority – to meet our legal obligations to share certain information about volunteers
* Suppliers and service providers – to enable them to provide the service we have contracted them for, such as trustee support
* Professional advisers and consultants
* Employment and recruitment agencies
* Police forces, courts

We will not process externally or share with others (except in a medical or other such emergency) any sensitive personal data without your prior consent.

Examples of sensitive personal data are:

* medical and biometric data
* sexual orientation
* information relating to your racial or ethnic origin
* political opinions
* religious or philosophical beliefs

**Your rights regarding your personal data**

Right to withdraw consent

* Where the Charity is relying on your consent for its use of personal data, you may withdraw that consent at any time.

**Additional rights**

Please note that the following do not apply in all circumstances and that if you tell us that you wish to use any of them, we’ll tell you at that time whether they apply or not:

to be informed about the processing of your personal data

to have inaccurate data corrected

to have incomplete personal data completed

to restrict processing

to have personal data erased

to request access to your data

to move, copy or transfer to another organisation, your personal data

certain rights related to automated decision making (if and when applicable) and

the right to complain to the Information Commissioner’s Office if you consider that we have not adequately dealt with a request or complaint at <https://ico.org.uk>.

**Please also note** the contact details of our Data Protection Officer on page 1 who should be contacted in the first instance

**Use of your personal information for marketing purposes**

Where you have given us consent to do so, BEEAS may send you marketing information by email or text promoting BEEAS events, campaigns, charitable causes or services that may be of interest to you.

You can "opt out" of receiving these texts and/or emails at any time, by contacting our data protection officer.

**Protecting your data**

BEEAS has internal policies and controls in place to make sure your personal information is not lost, inaccurate, accidentally destroyed, misused or disclosed. BEEAS takes the protection of your data extremely seriously.

BEEAS stores this information in a single database holding basic information about all volunteers.The paper files are kept securely in the main office.

Your data will initially be stored for the period of your volunteering, thereafter it will be destroyed within a period of 6 years.

If your application for volunteering is unsuccessful, your information will be retained for a period of 3 months before being destroyed.

**Changes to this Privacy Notice**

We reserve the right to update this notice at any time, and we will provide you with a new Privacy Notice when we make any substantial updates.

We may also notify you in other ways from time to time about the processing of your personal information.

Updated 10 November 2020