



Volunteers managed by Hart Voluntary Action Limited

Privacy Notice

Introduction

The processing of your personal data is carried out by Hart Voluntary Action Limited (HVA). Hart Voluntary Action is a registered charity in England & Wales No: 1119912. HVA is registered with the Information Commissioner's Office (ICO) for the United Kingdom and the Channel Islands, registration number Z2108957.

We respect your privacy and are committed to maintaining the security of your personal information. This notice outlines how and why we collect and use personal data. We want to ensure you are informed and in control of your data.

Please be assured that we will never sell your personal data, and will only ever share it with third parties where we have your permission and/or where it is necessary for us to fulfil a contract or service obligation.

Questions

If you have any questions about how your data is used, you can contact the Chief Executive of HVA directly, by contacting ceo@hartvolaction.org.uk or calling 01252 815652.

What data we collect

The personal data we collect is: name, e-mail address, postal address; telephone number(s), gender, date of birth and health information, emergency contact, bank details, qualifications and membership of professional bodies.

By volunteering for Hart Voluntary Action and giving all or some of the above information, it is understood that you consent to HVA storing your personal information for up to three months after completion of your volunteer placement.

How we use this information

We will use your information to contact you about general management and administration of your volunteer role and for duty of care and health and safety purposes.

Anonymised data

We aggregate and anonymise personal data so that it can no longer be linked to any particular individual. This is used for evaluation and reporting purposes. We may also contact registered volunteers to take part in anonymous surveys for evaluation and reporting purposes.

How do we protect personal information?

HVA uses a secure server to store and/or record personal information provided by you for its own purposes and access to entering personal information on third party owned databases is encrypted, limited to appropriate HVA staff and password protected. We also take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary.

Withdrawing consent

You can change or withdraw your consent for us to hold or to use your personal data for the purposes set out above by contacting admin@hartvolaction.org.uk.

Right of access

You have the right to ask for a copy of the information we hold about you and to have any inaccuracies in your personal details corrected.

Changes to personal details

If your personal details change, please help us to keep your information up to date by notifying us in writing admin@hartvolaction.org.uk.

We reserve the right to amend this privacy notice so please do check back from time to time. If we do so, we will post notice of the change on our website and make every effort to inform you of any material changes to the notice.

Complaints

If you have any complaints about how your data is used, you can contact the Chief Executive of HVA directly, by contacting ceo@hartvolaction.org.uk or calling 01252 815652.

If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner's Office which regulates and enforces data protection law in the UK. Details of how to do this can be found at www.ico.org.uk.

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