

## **Privacy Notice**

### **(How we use personal information - volunteers)**

Activate Learning is committed to protecting your privacy. This privacy notice explains how we collect, use and share your personal information, and your rights in relation to the personal information we hold.

This privacy notice concerns individuals who provide services to Activate Learning on a voluntary, unpaid basis (**volunteers**) of Activate Learning. Although such individuals do not receive payment for their services we are obliged to hold similar data as we do for those people we employ because of our safeguarding responsibilities.

Activate Learning Further Education Corporation is the controller of personal information, and is subject to the Data Protection Bill 2018 and the General Data Protection Regulation (GDPR).

We may collect, use and share your personal information in order to meet Activate Learning's legal obligations, particularly around Safeguarding, and to facilitate the fulfilment of your voluntary duties.

### **What information we hold**

The categories of personal information that we collect, hold and share include:

- Personal information (such as name, date of birth, address, telephone number, contact details your nationality and your country of birth, data created in the course of your duties);
- Skills and experience information (such as details you provided as part of your application to join us, your CV, details of your employment history, references provided by previous employers);
- Records of safeguarding checks which we have undertaken including the number of the Disclosure and Barring Service Certificate we received, a record that we confirmed your identity and your right to work in the UK including any visa which you may hold.

### **Why we hold your information**

We use volunteer information to:

- Comply with the law regarding data sharing;
- Facilitate the execution of your duties as a volunteer with Activate Learning;
- Comply with our safeguarding obligations which are part of our activities as a charity providing education to children and vulnerable adults.

### **The lawful basis for using this information**

Under GDPR, we are able to process information on certain legal grounds (bases). In the case of volunteer information, we collect and use information under the following bases:

- Legal obligation;
- Fulfilment of contract;

- The legitimate activities of a charity or not-for-profit body.

## Collecting volunteer information

The majority of information you provide to us is necessary for us to meet our obligations as a charity providing education to children and vulnerable adults and failure to supply such information may mean that we are unable to fulfil our volunteer agreement with you.

On the other hand, some information is provided to us on a voluntary basis, for example information concerning your personal characteristics. We will inform you whether you are required to provide certain information to us or if you have a choice in this.

Under some circumstances, we may obtain information from third parties, such as the volunteer's current or previous employer. We will normally seek your consent before obtaining such information.

## Storing staff information

We store staff information securely and in line with our Data Protection Policy and associated procedures. A copy of our Data Protection Policy and associated procedures can be obtained on the data protection page of the Staff Portal. We hold staff information for the following timeframes:

Unless otherwise noted below we will retain your personal information for a period of 7 years from the date you leave our employment

Data which we will hold for a shorter period of time is listed below:

Family information	For 12 months
Personal characteristics Information	For 12 months
DBS Certificate number	For 2 years

## Who we share staff information with

We routinely share staff information with:

- Auditors;
- Midland HR;
- Phase 3 Consulting.

We do not share information about our volunteers with anyone unless it is necessary and in line with the lawful basis for processing listed above, or with the consent of the staff member concerned. Where data is routinely shared, a data processing agreement will be established to ensure the protection of staff information.

## Requesting access to your personal data

Under data protection legislation, volunteers have the right to:

- Request access to the information we hold about them (Subject Access Request);
- Be informed of the identity of the controller, the reasons for processing their personal data and other relevant information necessary to ensure the fair and transparent processing of personal data;

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purpose of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and/or
- Claim compensation for damages caused by a breach of the data protection regulations.

## Contact

In order to make a Subject Access Request or to discuss anything in this privacy notice, please contact our Data Protection Officer:

Jamie Wade, Clerk to the Corporation

Email: [dpo@activatelearning.ac.uk](mailto:dpo@activatelearning.ac.uk)

Phone: 01865 551226

Address: Activate Learning  
City of Oxford College  
Oxpens Road  
Oxford  
OX1 1SA

## Concerns

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>