



Volunteer Applicant Privacy Notice

Data Controller: Camphill Devon Community Ltd, Hapstead Village, Buckfastleigh, Devon, TQ11 0JN

Camphill Devon Community Ltd is a charity registered with the Charities Commission under charity number 278173 and a company limited by guarantee and registered in England and Wales under company number 1435068.

As part of any application process, Camphill Devon collects and processes personal data relating to applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR), which came into effect in the UK on 25 May 2018.

Our Privacy Officer can be contacted at privacyofficer@camphilldevon.org.uk or by calling 01364 642631.

What information does Camphill Devon collect?

Camphill Devon collects a range of information about. This includes:

- your name, address, date of birth and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- details of your gender and marital status;
- details of your next of kin;
- proficiency in English;
- details of your referees; and
- information about your nationality and immigration status to establish entitlement to work in the UK.

Camphill Devon will also collect the following types of more sensitive personal information:

- Information about criminal convictions and offences.
- Information about your health, including any severe illnesses.

How does Camphill Devon collect this information?

The organisation may collect this information in a variety of ways. For example, data might be contained in your application form, CV, obtained from your passport or other identity documents, or collected through discussions or other forms of assessment.

Camphill Devon may also collect personal data about you from third parties, such as referees and information from criminal records checks when applicable to the role. The organisation will seek information from third parties only when an offer of a volunteer placement has been made and will inform you that it is doing so.

Why does the organisation process personal data?

Camphill Devon needs to process data to take steps at your request prior to you volunteering so that the volunteer placement can start.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to volunteer in the UK before the volunteer placement starts.

Camphill Devon has a legitimate interest in processing personal data during the application process and for keeping records of the process but only if these are not overridden by your interests, rights and freedoms. Processing data from volunteer applicants allows us to manage the placement process, assess and confirm a candidate's suitability for a volunteer placement and decide whom to invite to volunteer. The organisation may also need to process data from volunteer applicants to respond to and defend against legal claims.

The organisation may process special categories of data, such as information about an applicant's health. The organisation processes such information to carry out its obligations and exercise specific rights in relation to volunteer placements.

Camphill Devon is obliged to seek information about criminal convictions and offences. This is necessary for us to carry out our obligations, which fall under the provisions of the Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, which exempts you from the original Act's non-disclosure of spent convictions.

Who has access to data?

Your information may be shared internally for the purposes of the volunteer placement exercise. This includes members of HR admin, the volunteer coordinator and manager's offering a volunteer placement.

We will not share your data with third parties, other than to obtain the necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks (where applicable). We may also need to share some of the above categories of personal information with HR consultants and professional advisors.

How does the organisation store this information?

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems, including email and third party agencies.

Your data will not be transferred outside the European Economic Area (EEA).

How does the organisation protect data?

Camphill Devon takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not accidentally lost or destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data?

If your application is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant volunteer placement exercise. At the end of that period, or if you withdraw your consent for the organisation to hold your data during this time, your data will be deleted or destroyed.

If your application to volunteer is successful, personal data gathered during the placement process will be transferred to your volunteer file and retained during your stay. The periods for which your data will be held will be provided to you in the staff Privacy Policy.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Privacy Officer whose details are at the beginning of this document.

We hope we can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone 0303 123 1113 for further information about your rights and how to make a formal complaint.

What if you do not provide personal data?

You are under no statutory obligation to provide data to the organisation during the volunteer placement process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.