**Privacy Notice – Volunteers**

Where personal information is provided to Fife Sports and Leisure Trust, we become a “data controller” under data protection laws and have responsibilities to ensure the information is used appropriately and kept secure.

This notice explains how we use and share your information by providing a general description of why we collect your information and what we use it for. It also links to more detailed information on how we use and share your information or the contract you have with us

If you have concerns about data protection issues or the use of your personal data by Fife Sports and Leisure Trust, please email us at: data.protection@fifeleisure.org.uk.

If after contacting us you feel that we have not dealt with your concerns appropriately, you may wish to contact the Information Commissioner’s Office to raise your concern or complaint. The ICO can be contacted in writing at: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or telephone: 0303 123 1113 or online: <https://ico.org.uk/>

**Why do we collect information about you**

We need to collect and hold information about you, in order to:

* enter into a Volunteers Agreement with you
* meet the obligations of your agreement with us, for example, confirm appropriate disclosure.
* process your out off pocket expenses
* communicate with you

**What information we collect about you**

* Your name, address and contact details, including email address and telephone number
* References
* Emergency contact details
* Details of your bank account, if applicable
* Details of driving licence and car insurance, if applicable
* Information for PVG and Disclosure Scotland applications

**How we use your information**

We will use the information you provide in a manner that conforms to the General Data Protection Regulation and the Data Protection Act 2018.

We will process your information for the following purposes:-

* to assess your suitability as a Volunteer
* to allow us to complete pre-contract checks for example, PVG
* to ensure we meet our legal obligations
* to ensure your expenses are paid

**How long we keep it**

FSLT will not keep your information for longer than is necessary.

In some instances, the law sets the length of time information has to be kept. Where the law does not set a period, we will keep your information for no longer than required for the purpose for which it was collected.

Because these periods can vary, there is no single answer to how long we will keep your information. The time periods are contained within our Document Retention Policy which is reviewed regularly as our needs for the information or laws change.

**Who we may share it with**

Your information may be shared internally within Fife Sports and Leisure Trust if access to the data is necessary for you to carry out your role or for a genuine business need within the organisation.

We may need to pass your information to third parties who provide services on our behalf. These providers are obliged to keep your details secure in line with our data policies, and use them only to carry out what we require them to do for us.

FSLT shares your data with third parties as follows:

* Fife Council for the purposes of paying out of pocket expenses
* transfer/transfer of business or Service. In those circumstances the data will be subject to confidentiality agreements.

**Where it’s transferred**

In general, we do not transfer personal data outside the European Economic Area however we may process your information overseas on occasion, such as when using web services that are hosted outside the EEA but only when we are satisfied that both the party which handles the data and the country it is processing it in provide adequate safeguards for personal privacy.

**What are your rights**

You have a number of rights in relation to your personal data:

* You have the right to request that we stop processing your personal information, however this may not be possible as it may be necessary to fulfil our agreement with you, or to comply with a legal requirement.
* In some cases you also have the right to request the restriction of your personal information, and also the right to erasure of your information, however, each case will be judged on its own merit.
* We try to ensure that any information we hold about you is correct. There may be situations where you find the information we hold is no longer accurate and you have the right to request that this is corrected.
* If we have asked for your consent in order to process your personal data you can withdraw this consent in whole or in part at any time.

You are legally entitled to request a copy of information that we hold about you, subject to certain exemptions. This is known as a subject access request. Any requests should be emailed to; data.protection@fifeleisure.org.uk or in writing to Business Support Team, Fife Sports and Leisure Trust, Music Institute, East Port, Dunfermline, Fife KY12 7JA.

**How we protect your information**

We have a number of policies and procedures in place to look after your data that includes a Data Protection Policy, Confidentiality Policy and Information Security policies. These define our commitments and responsibilities to your privacy and cover a range of information and technology security areas. We provide training to staff who handle personal information and treat it as a disciplinary matter if they misuse or do not look after your personal information properly.

We will not keep your information longer than it is needed or where the law states how long this should be kept. We will dispose of paper records or delete any electronic personal information securely. Where we use third parties to destroy our records we ensure they are obliged to follow strict protocols for destruction of confidential information.

**Changes to the Privacy Notice**

We will continually review and update this privacy notice to reflect changes in our services and feedback from individuals, as well as to comply with changes in the law.