

Libraries and Resident Services Volunteering Privacy Notice

Who we are:

Libraries and Resident Services

Museum, Arts and Local Studies Service

Communities Directorate

Lawful basis for processing information:

Article 6(1)(e) General Data Protection Regulation: processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Asylum and Immigration Act 1996 and 1999

Disability Discrimination Act 1995, 2005

Education and Skills Act 2000

Equality Act 2010.

Equal Opportunities and Equal Treatment Directive (2006/54/EC)

Gender Recognition Act 2004

Human Rights Act 1998

Immigration Act 2014

Immigration, Asylum and Nationality Act 2006

Local Government Finance Act 1992

Libraries and Museum Act 1969

Police Act 1997 (Criminal Records) Regulations 2002

Protection of Children Act 1999

Protection of Freedoms Act 2012

Protection from Harassment Act 1997

Public Interest Disclosure Act 1998

Public Interest Disclosure (Prescribed Persons) Order 2014 (SI 2014/2418)

Prescribed Persons (Reports on Disclosures of Information) Regulations 2017

Race Relations Act 1976

Rehabilitation of Offenders Act 1974

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Safeguarding Vulnerable Groups Act 2006

How we collect information:

Personal information is collected using an online accessible volunteering application. After an initial face to face meeting, further personal information is collected by the viewing and verification of personal identification documents. Supplementary information is also collected from applicant's proposed referees.

Categories of information collected:

Name, any previous surname/s, residential address, email address, telephone numbers, driving licence number where valid, national insurance number, next of kin name and contact number, referee names and contact emails, disclosure of any criminal records, cautions or notices.

How we use the information provided:

We record the name, residential address, email address, contact telephone numbers and next of kin contact details in our password protected and computer generated RBWM system stored volunteers' contact list file. We access it when we need to contact volunteers for volunteering slots and other Library and Museum business that the volunteer chooses to get involved with.

We email reference requests to the provided referees. When completed references are returned/emailed, they are viewed and kept for reference for six months. After six months they are deleted from the system.

We view and verify the identification documents for the Disclosure and Barring Service application which is done online and carried out with the consent of the volunteer. To facilitate the administration of this part of the process, copies are taken with the consent of the individual. The individual is also informed that any copies will be disposed in the borough confidential waste system once this administrative part is completed.

Who has access to the information about you:

Volunteering and Resources Officer, Supervisors and the Library and Resident Outreach and Support Team Leader.

Access is necessary to ensure duty of care and volunteering slot allocations and mutual agreement.

Who we may share your information with:

We do not share personal information collected with anyone else unless required to do so by law.

How long we store your information:

As long as an individual continues to volunteer with the Service. When the individual ceases volunteering with the Service, the information is deleted with immediate effect.

Does your service utilise automated decision making?

No.