



inspiring individual recovery nationwide

Volunteer Recruitment Privacy Notice

Recovery Focus is committed to protecting the privacy and security of your personal information. As the organisation you are applying to volunteer for we collect your personal data and are a "data controller".

This privacy notice is to help you understand how we use your personal information, why we collect it. What information we save varies depending on the status of your volunteer application, what consent you have given us and what the situation is.

What information we collect

We may collect a variety of personal information from you as part of the volunteer recruitment process. For example:

- Any personal details you may choose to give us, such as your name, age, or address. We save this so we can keep in touch with you.
- Your education and employment background, in order to process your application and ensure we offer you the most suitable Volunteer placement.
- Equal opportunity data, criminal record or health information, this is so we can fully and fairly administer your application.

Why we collect information

Your information allows us to communicate with you, assess your suitability to volunteer with us and enables us to ensure that our processes are fair.

You will always have an option to not give us information or to opt out. However please be advised that if we do not have sufficient information from you we may not be able to process your application to volunteer or the process may be delayed.

Where we collect information from

Examples include:

- From you directly, eg, when you fill out one of our volunteer application forms, from your CV, from your identity documents such as your passport and from assessment meetings with you.
- From external sources, eg, the Disclosure and Barring Service (DBS), referees and health professionals. We only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

How long we keep your information for

If you become a Volunteer some information gathered during the recruitment process will form part of your volunteer record. However if you do not become a Volunteer with

us we will only keep your information for 6 months after the recruitment process is complete.

Automated decision making

We do not use automated decision making, however we will notify you if this changes.

Who we share your personal information with

We will use your personal information undertake DBS checks. We may also need to disclose your details if required to by the police, regulatory bodies or legal advisers.

We never sell your personal details or share with third parties for the purpose of marketing. Sometimes we may need to share your information with external organisations. We do not share your information with organisations outside of the European Economic Area.

How your information is secure

The security of your information is of utmost importance to us. We seek to use reasonable measures to protect your information as required by the law, in line with industry standards and in accordance with Recovery Focus policies. Sensitive data is held under strict security conditions. If you have any reason to believe that any personal information we hold is no longer secure, please contact us immediately.

Further information

The laws that say how your personal information can be used are:

- The Privacy and Electronic Communications Regulations 2003
- The General Data Protection Regulation (GDPR)

You can also contact the [Information Commissioner's Office](#) for information.

Your rights

You have the right to:

- Ask for a copy of the personal data that we hold about you (your right to access)
- Request that we delete personal data held on you, where we no longer have any legal reason to retain it (your right to be forgotten)
- Change how you hear from us, opt out of us holding your personal data if we have no legitimate reasons to do so (your right to object)
- Ask us to restrict processing of data – which means that we would need to secure and retain your data for our benefit but not otherwise use it (your right to restrict processing)
- Ask us to supply you with some of the personal data we hold about you in a machine-readable format to another organisation (your right to data portability).

Contact details

If you have any questions relating to the use of your personal data or this Volunteer Privacy Notice, you can contact the Data Protection Officer by post or email:-

Email: DataProtectionOfficer@richmondfellowship.org.uk

Post: Recovery Focus, 80 Holloway Road, London, N7 8JG

Telephone: 0207 697 3300