

Privacy notice – volunteers

Last updated 1 April 2019

Congratulations on completing your training to volunteer with Diversity Role Models!

In order to facilitate your volunteering with us, it is necessary for us to collect some personal data from you. The legal basis that we will use for processing this data is DRM's legitimate interests, in order that we may continue to deliver our services, and to enable you to volunteer with us.

We may also ask you to share some special categories of personal data with us (e.g. ethnicity, sexual orientation). We will use this data both to monitor our volunteer pool against national and regional benchmarks, and to match volunteers to suitable schools. For the processing of this data we will ask you to give us your explicit consent. You have the right to opt out of us using this data to automatically match you to schools and you can withdraw your consent at any time without affecting any of your other rights.

We will not sign you up to receive any of DRM's marketing communications unless you give us your explicit consent to do so, which you may also withdraw at any time.

We are committed to only retaining your data for as long as is necessary. We will normally retain your data for as long as you volunteer with DRM. Once you cease to volunteer with DRM, we will suppress any special categories of personal data you have given us, so that access to this data is further restricted. We will retain your data for up to two years after you cease volunteering for monitoring and reporting purposes. Any emails that you send to us will be archived after two years and securely deleted after six years.

We will retain any data necessary for safeguarding purposes, including but not limited any allegations/concerns made against a volunteer and any DBS details held on file, for as long as we continue to deem it necessary to safeguard individuals or protect DRM against any legal or regulatory action.

We will share your personal information with our suppliers, who we engage to process data on our behalf (e.g. our database provider). Such processing is conducted under relevant Data Processing Agreements. We may also need to disclose your information if required to do so by law or as expressly permitted under applicable data protection legislation. We will never sell your data, or share it with any other organisations other than as above without your express, prior consent.

If you choose to claim expenses, we will transfer some personal data (including your name and bank account details) to a data processor within the United States of America in order to process these, as this is where the servers for accounts system are hosted. We will only transfer your data where an appropriate safeguard is used in line with applicable data protection legislation. This includes transfers to the US in accordance with the processor's certification under the EU-US Privacy Shield and transfers made pursuant to the standard contractual clauses approved by the European Commission, details of which can be found at https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/model-contracts-transfer-personal-data-third-countries_en. We will also ensure that our processor maintains adequate safeguards for personal data in line with relevant data protection legislation. The data that we transfer will be limited to that necessary in order to process and pay your claim: your name, details of the expenses claimed including receipts, and your bank account details for payment.

In accordance with relevant data protection legislation you have the right to:

- access data that we hold about you;
- rectify data we hold about you that is inaccurate;
- erase data that we hold about you;
- restrict or limit the way that we process data about you;
- where legitimate interests are the basis for processing your personal data, object to us processing your personal data for this purpose;
- where consent is the basis for processing your personal data, to receive a copy of that data in a structured, commonly-used and machine readable format.

For any further information about DRM's commitment to data protection, or if you wish to exercise any of your rights, please contact:

Will Fletcher, Head of Operations
Diversity Role Models, St Anne's Church, 55 Dean Street, London, W1D 6AF
will@diversityrolemodels.org
020 3795 9198

You have a right to lodge a complaint with the Information Commissioners' Office about the way DRM is processing your information. Further information about this can be found on their website: www.ico.org.uk.