

## VOLUNTEER PRIVACY NOTICE

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| <b>Purpose of this Privacy Notice</b>              | This Privacy Notice tells you what to expect us to do with your personal information during your application and placement as a volunteer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Our Contact Details</b>                         | Positive Futures<br>2b Park Drive, Bangor, County Down BT20 4JZ<br>+44 (0) 28 9147 5720<br><a href="mailto:dataprotection@positive-futures.net">dataprotection@positive-futures.net</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>What information we collect and use and why</b> | <p>We collect or use the following personal information as part of <b>volunteer recruitment, administration and management</b>:</p> <ul style="list-style-type: none"> <li>• Contact Details (e.g name, address, telephone number, personal email address)</li> <li>• Date of Birth</li> <li>• Gender</li> <li>• Marital Status</li> <li>• Next of kin or emergency contact details</li> <li>• References</li> <li>• Details of any criminal convictions (e.g Garda Vetting<sup>1</sup>)</li> <li>• Training and development needs</li> </ul> <p>We also collect the following special category information for volunteer recruitment, administration and management:</p> <ul style="list-style-type: none"> <li>• Health information</li> </ul> <p>Our lawful bases for collecting or using personal information for volunteer recruitment, administration and management is:</p> <ul style="list-style-type: none"> <li>• Legal obligation</li> <li>• Legitimate interest</li> <li>• Consent</li> </ul> |

<sup>1</sup> Since you are a volunteer, you are not under any contractual obligations to provide us with your data but you must provide An Garda Síochána with the necessary information to enable them carry out the appropriate level of disclosure before we can offer you a volunteer placement in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 - 2016

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|                                                    | <p>Positive Futures has a legitimate interest in processing information for volunteer recruitment, administration and management to assess your suitability as a volunteer, to support you to provide safe and effective support to the people we support and to ensure your safety for the duration of your placement.</p>                                                                                         |
| <b>Where we get your personal information from</b> | <p>We collect your personal information from the following places:</p> <ul style="list-style-type: none"> <li>• From volunteers directly</li> <li>• Referees</li> <li>• Security clearance providers</li> </ul>                                                                                                                                                                                                     |
| <b>How long we keep information</b>                | <p>We will hold records that contain your information for no longer than is necessary, as per the retention periods specified in our Records Retention and Disposal Schedule.</p>                                                                                                                                                                                                                                   |
| <b>Who we share information with</b>               | <p>Your information is shared with the Volunteer Supervisor and the relevant service/department Manager as appropriate.</p> <p>Positive Futures use third parties (data processors) who are responsible for processing personal information on behalf of Positive Futures such as our training provider.</p>                                                                                                        |
| <b>Automated Decision Making</b>                   | <p>Automated decision-making only applies to recruitment screening processes.</p>                                                                                                                                                                                                                                                                                                                                   |
| <b>Data protection rights</b>                      | <p>Under data protection law, you have rights including:</p> <ul style="list-style-type: none"> <li>• <b>Right of access</b> – you have the right to ask us for copies of your personal data</li> <li>• <b>Right to rectification</b> – you have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete</li> </ul> |

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|                                                                                         | <ul style="list-style-type: none"> <li>• <b>Right to erasure</b> – you have the right to ask us to erase your personal data in certain circumstances</li> <li>• <b>Right to restrict processing</b> – you have the right to ask us to restrict the processing of your personal data in certain circumstances</li> <li>• <b>Right to object to processing</b> – you have the right to object to the processing of your personal data in certain circumstances</li> <li>• <b>Right to data portability</b> – you have the right to ask that we transfer the personal data you gave us to another organisation or to you in certain circumstances</li> <li>• <b>Right to withdraw consent</b> – when we use consent as our lawful basis you have the right to withdraw your consent</li> </ul> <p>You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.</p> <p>To make a data protection request please contact us using the contact details at the top of this privacy notice.</p> |
| <b>Transfers of personal data to any third countries or international organisations</b> | <p>We store and process personal data within the European Economic Area (EEA). We use external service providers, including cloud-based systems such as Microsoft 365. In limited cases personal data may be accessed from outside the EEA (for example for support purposes). Where this occurs, appropriate safeguards are in place to protect your data in line with data protection law.</p> <p>As outlined in “Who we share information with”, Positive Futures Northern Ireland provides back</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|                        | <p>office support. The UK is recognised as providing an adequate level of data protection and transfers there are permitted under this adequacy decision.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>How to complain</b> | <p>If you have any concerns about the use of your personal information you can make a complaint to us using the contact details at the top of this privacy notice.</p> <p>If you remain unhappy with how we have used your information after raising a complaint with us you can also complain to the Data Protection Commission (DPC)</p> <p>The DPC's address:</p> <p>21 Fitzwilliam Square South<br/>Dublin 2<br/>DO2 RD28</p> <p>Helpline number: (01) 765 0100<br/>Website:<br/><a href="http://www.dataprotection.ie/en/individuals/exercising-your-rights/raising-concern-commission">www.dataprotection.ie/en/individuals/exercising-your-rights/raising-concern-commission</a></p> |