



Together Our Community (TOC)

Privacy Notice: How We Use Staff and Volunteer Information

Last updated: May 2026

Applies to: staff and volunteers working with TOC

Information We Hold

The categories of information we use include:

- Personal identifiers and contacts (such as name, contact details, and address).
- Alternative emergency contact details.
- Any personal information shared by staff and volunteers to meet health and safety requirements.
- Bank details for staff payments.
- Safeguarding clearances (DBS).

This list is not exhaustive and will be regularly updated. To access the current list of categories of information we process, please email contact@tocommunity.org.uk.

Why We Collect Staff and Volunteer Information

We collect this personal information for the daily operation of TOC and to keep staff and volunteers updated on plans, schedules, and activities. The full range of purposes includes:

- a) To update on weekly activities for young people's learning and development.
- b) To plan learning and development opportunities.
- c) To ensure we have emergency contact details.
- d) To make any workplace adaptations for staff and volunteers.
- e) To make payments to employed staff.
- f) To meet statutory responsibilities in relation to the health and safety of staff and volunteers.
- g) To provide details for insurance purposes.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing staff and volunteer information are:

- Where we need to comply with legal obligations.
- Where we need to protect young adults.

Collecting Staff and Volunteer Information

We collect staff and volunteer contact details during the recruitment process and when they have expressed an interest in supporting TOC. If successful in securing a volunteer or staff position, we will follow up with requests for additional emergency contact information and any additional information needed to meet safeguarding requirements.

Storing Staff and Volunteer Contact Data

We hold contact data securely for five years unless staff and volunteers withdraw consent and there is no compelling reason for us to continue holding it. For more information on our data retention schedule and how we keep your data safe, please visit www.tocommunity.org.uk.

Contact data is password protected and encrypted at all times. More accessible basic contact information, restricted to TOC staff and volunteers, is available for emergency situations.

Do We Share Staff and Volunteer Data?

In general we do not share staff or volunteer contact information. We would only share personal contact data with third parties where this was linked to a legal requirement.

In an emergency, personal contact details may need to be shared with NHS staff or any involved regulatory agency.

Requesting Access to Your Personal Data

Under data protection legislation, staff and volunteers have the right to request access to information about them that we hold. To make a request, please contact contact@tocommunity.org.uk.

You also have the right:

- To have your personal data rectified if it is inaccurate or incomplete.
- To request the deletion or removal of personal data where there is no compelling reason for its continued use.
- To restrict our processing of your data, for example permitting its storage but no further processing.

If you have a concern or complaint about the way we are collecting or using your personal data, please raise it with us in the first instance at contact@tocommunity.org.uk. If you are unhappy with our response, you may also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

Withdrawing Consent

Where we are processing personal data with consent, staff and volunteers have the right to withdraw that consent at any time. Please let us know by emailing contact@tocommunity.org.uk.

Contact

If you would like to discuss anything in this privacy notice, please contact: contact@tocommunity.org.uk