



## TOC Privacy Notice: How we process staff and volunteer data

### The categories of information that 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 ensure you have the current list of categories of information we please contact the Data Protection Officer via email

[support@thinkout.org.uk](mailto:support@thinkout.org.uk)

### Why we collect staff/volunteer personal contact information

We collect this personal information for the operation of the daily operation of the and to keep them updated on plans, schedules and activities. The following list provides the full range of purposes:

- a) to update on the 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 any statutory responsibilities in relation to health and safety of staff/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/volunteers information are for the purposes set out above and are on the legal basis of:

- 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 where they have demonstrated an interest in supporting TOC CIC. If successful in securing a volunteer and/or staff position we will then follow up with requests for additional emergency contact information and additional information to meet safeguarding requirements.

## Storing staff and volunteers personal contact data

We hold the contact data securely for 5 years unless staff and volunteers withdraw consent and where there is no compelling reason for us to hold the data. For more information on our data retention schedule and how we keep your data safe, please visit [www.thinkout.org.uk](http://www.thinkout.org.uk) .

The contact data is password protected and encrypted at all times but more accessible basic contact information, restricted to other TOC staff/volunteers, is available for emergency situations.

## Do we share staff and volunteer data?

In general we do not share staff or volunteers contact information. We would only share staff and volunteers personal contact data to third party partners where this was linked to a legal requirement. In an emergency situation personal and held alternative contact details would need to be shared with NHS staff and/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. This is primarily the information that has already been provided by staff and parents previously. To make a request for your contact information please contact the Data Protection Officer via email [support@thinkout.org.uk](mailto:support@thinkout.org.uk) .

Staff and volunteers also have the right:

- to have their 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 i.e. they no longer support TOC CIC
- to restrict our processing – for example permitting its storage but no further processing

If staff or volunteers have any concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance. If you are unhappy with our response you may then wish to raise with the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

You are also able to contact the Information Commissioner's Office directly.

## Withdrawal of consent and the right to lodge a complaint

Where we are processing staff and volunteer personal data with consent, they have the right to withdraw that consent if no longer supporting TOC CIC. Please let us know by contacting: [support@thinkout.org.uk](mailto:support@thinkout.org.uk)

See TOC complaints policy.

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 25 August 2023.

## Contact

If you would like to discuss anything in this privacy notice, please contact: [support@thinkout.org.uk](mailto:support@thinkout.org.uk)

