**Aspire Liverpool**

**Volunteer Privacy Notice**

You have kindly agreed to run mock interviews for students enrolled in the Aspire Liverpool programme. This privacy notice explains how we collect data, why, and what your rights are.

**Who are we?**

Aspire Liverpool is a registered charity (Charity No: 1196570) working to improve education prospects and social mobility for young people in the Liverpool City Region. Aspire Liverpool runs two educational programmes targeted at students who have the potential to submit a competitive application to Oxbridge universities, and who want additional support to get there. Aspire Liverpool’s Director is Harry Doyle and his contact details are harry@aspireliverpool.org.uk

This privacy policy, along with our other policies, can be found online here: [Aspire Liverpool](http://aspireliverpool.org.uk/privacy-policy)

**What information do we ask for?**

We will ask you for your name, contact email address, and telephone number, which constitutes “personal information”. We may also ask for a DBS certificate number and your date of birth in accordance with our Safeguarding policy. Where you do not already hold an enhanced DBS certificate, we will require you to consent to an Enhanced DBS check which is completed by our external provider, ‘Personnel Checks’.

**Why do we ask for that information?**

We ask for this personal information in order to be able to link you with students who have upcoming interviews at the Universities of Oxford or Cambridge.

**How do we get your information?**

You provide your contact details either verbally or electronically to our Director, Harry Doyle, other trustees of Aspire Liverpool and/or members of the Steering Committee with.

All data you provide to us, no matter by whom or how it is communicated to us, is held securely and confidentially.

**How do we use information about you?**

We will provide you with the names and email addresses of the students wishing to have a mock interview in your area of subject knowledge. Students have given their permission for us to do this and link to our Student Privacy Notice is available for you to view on the Aspire Liverpool website.

You may then contact students directly to let them know a convenient time when you can offer them a mock interview via Teams or any similar video conferencing application. This means that students have your name and contact email address.

We may also contact you from time to time with updates about student outcomes in their applications or information about Aspire Liverpool’s activities and programmes.

You can withdraw your consent to our use of your personal information at any time.

**Access to and accuracy of your information**

You have the right to correct inaccurate information that we hold about you and to have that personal information deleted by us.

If you wish to have copies of the personal information we hold about you, please provide us with your request (we can assist you with your request). We are obliged to provide you with a free copy of the personal information that you request within 1 month.

**How do we keep your information?**

Electronic information about you is held in our confidential and private network. Where hard copied of data is printed, this is stored in secure and lockable storage.

**How long will we keep your information?**

We will keep information about you only:

* For the purposes of research and statistical analysis.
* Once we decide that it is no longer necessary to keep your information we will delete it from our records and/or remove any reference to you.
* In any event we will hold your information for a maximum period of seven years.

**Further Information**

If you wish to discuss any questions about this privacy notice, you are welcome to contact Harry Doyle, the Charity’s Director and designated DPO (harry@aspireliverpool.org.uk).

You have the right to complain to the Information Commissioner’s Office (ICO) about our handling of your personal information, and the right to object to the processing of your personal information on certain grounds. For further details see: <https://ico.org.uk/>