

Shoebury Coastal Community Interest Company

Privacy Notice to Volunteers

Shoebury Coastal Community Interest Company (“we” or “us”) are committed to complying with data protection legislation and to respecting your data protection rights. This privacy notice applies to volunteers (and persons who offer to volunteer). It explains what personal data we collect, why and how we collect and process your data and what rights you have with respect to personal data.

Who we are

We operate a heritage and community centre for the public benefit at the Cart and Wagon Shed in Shoeburyness. You can contact us about data protection issues by writing to the Company Secretary, Shoebury Coastal Community Interest Company, 63 Thorpedene Gardens, Shoeburyness, Southend-on-Sea, Essex, SS3 9JE.

The type of personal data we collect and how we collect it

If you are or seek to become a volunteer, we ask you for (a) your name, residential address, e-mail address, telephone number, (b) date of birth, (c) a person to contact in cases of medical emergency and (d) information about your experience and qualifications. We also ask your consent to collect (e) relevant information about your health and (f) details of any criminal convictions or professional or regulatory sanctions or findings against you. As a volunteer, we may collect data about (g) your activities in working as a volunteer.

Why we collect this information and what we do with it

We collect information under (a), (c), (d) and (g) in order to manage our relationship with you. We may share contact information with third parties with whom we have a relationship (e.g. suppliers, room hirers) if you are involved in managing that relationship. We collect information under (b), (d) and (f) in order to assess your suitability to be a volunteer (e.g. to confirm that you are over 18) and under (b) and (e) in order to determine whether special measures are necessary in respect of your safety and working conditions.

We store this information on paper and electronically.

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

- We have a legitimate interest in assessing your suitability to be a volunteer and managing our relationship with you and with others with whom we have a business or regulatory relationship.
- We obtain your consent for information under (e) and (f).

Information under (f) will be erased when we have completed our assessment of your suitability to be a volunteer. Other information held about you will be erased when it is no longer needed in the management of the Company’s affairs (which may be when you cease to be a volunteer). If you apply to become a volunteer and your application is unsuccessful, personal information held about you (other than the fact of your application and its outcome) will be erased at that time.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at the address above. You also have the right to make a complaint at any time to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF (or at www.ico.org.uk/concerns).