



General Data Protection Regulations

VOLUNTEER PRIVACY STATEMENT

This privacy notice tells you about the information we collect from you when you **register to be a volunteer**. In collecting this information, Voluntary Action Orkney is acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

The Information We Collect About You

The registration form asks volunteers to provide us with personal information. This information includes details such as name, address, email address, phone number, date of birth and support needs.

How We Use This Information

- Your contact details will be shared with your chosen volunteer organisations so they can get in touch with you to arrange an interview/meeting.
- Your support needs enable us to liaise with you and a potential placement organisation to make the necessary arrangements to enable you to contribute fully to your volunteering role
- When you start a placement with an organisation copies of your registration form and references are sent to the organisation for their files. We will not send your personal details to anyone other than the organisation/s you choose to volunteer for.
- We also ask you to provide information such as gender, age, ethnicity and employment and disability status. These details may be disclosed to our funders or in our annual report but only in statistical form and not in any way that identifies you.

Your consent

By submitting this form you are telling us that you wish to volunteer and are happy for us to hold your information.

Your Right To Access The Information We Hold On You

You have the right to access your personal data at any time to ensure it is accurate.

If you do wish to access the personal data held by VAO or to withdraw your consent to its use please submit your request to Robert McGregor at the VAO address given (on the registration form) or by email to robert.mcgregor@vaorkney.org.uk

How We Store Your Information

Your information is stored in the Milo database for the third sector interface network in Scotland. Milo is operated on the Salesforce platform and managed for us by Scottish Council for Voluntary Organisations (SCVO), acting as a data processor. You can find out more about SCVO at their website: www.scvo.org.uk . Paper copies of your data are held in a file in a locked cabinet.

Your data will not be shared with third parties, except where you give us permission to do so (e.g. if you ask to be put in contact with a voluntary organisation advertising a relevant opportunity).

We have included a freepost envelope for you to return your registration form and if you have any questions about the form or the General Data Protection Regulations please contact Rob McGregor 872 897 or on Robert.mcgregor@vaorkney.org.uk