

Volunteering in North Yorkshire Directory Privacy Policy

Volunteering in North Yorkshire Directory (the Directory) is a platform operated by Community First Yorkshire (CFY). We take your privacy seriously. This privacy policy explains what personal data we have collected, how we use it, and your rights relating to our use of your data. If you have any questions, comments or request in regard to this privacy policy, your personal data, or data protection generally please get in contact with us at info@communityfirstyorkshire.org.uk or on 01904 704177.

Who we are

Community First Yorkshire is a registered charity (no: 515538).

Community First Yorkshire has processes, documentation and records which are designed to ensure that it complies with regulations and has set up the procedures set out in this policy in order to meet the requirements of General Data Protection Regulations (GDPR) and accompanying employment practices code in regards to data protection legislation which applies to 'personal data' i.e. name, home address or mobile number.

CFY is registered with the Information Commissioner's Office as an organisation that processes personal data.

How we manage your data

CFY adheres to Article 5 of the GDPR legislation which states that personal data shall be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate; having regard to the purposes for which they are processed, are erased or rectified without delay;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposed for which the personal data are processed; persona data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

How we collect and process personal data do we collect and process

Community First Yorkshire collects personal data when you register with the Directory such as your name, address and email address. If you choose to use the Directory to apply for a volunteer opportunity your name, and either your phone number or email address (you will be asked to allow us to share one form of contact) is then shared with the volunteer organisation who has posted the opportunity that you are wishing to apply for.

We also collect information relating to your use on the directory, including opportunities you have applied for, hours of volunteer time you may indicate you have available and use data related to your age category.

We may have reason to contact you directly using the contact details that you have shared with us. This might relate to a change in the system, updated policies and procedures or other matters that you may need to be made aware of. We will use your contact information to respond to or fulfil any requests, complaints or queries you make to us.

When you register your interest in a volunteer opportunity, we will forward your details to the volunteer organisation. If the opportunity is advertised through a broker, such as a Volunteer Centre or headquarters of an organisation, your details will be available to both the broker and the organisation providing the opportunity in order to take your application forward.

We will disclose your personal data if we reasonably believe we are required to do so by law, regulation or other government authority or to protect the rights and property of Community First Yorkshire its affiliates or the public. We may also cooperate with law enforcement agencies in any official investigation and we may disclose your personal data to the relevant agency or authority in doing so.

We reserve the right to transfer your personal data in the event of a transfer of ownership of Community First Yorkshire such as acquisition by or merger with another company.

Your Rights

You have the right to access your personal data from Community First Yorkshire. These rights are:

- Right to be informed
- Right to access of data
- Right to the rectification of any inaccurate data
- Right to the erasure or stop processing of the data
- Right to the restriction of processing
- Right to object
- Right to data portability
- Right to automated decision making including profiling

To request this information just send us an email to info@communityfirstyorkshire.org.uk. You will receive a response back from us within in 1 month from the date of request, but

Community First Yorkshire does reserve the right to extend this notice to 2 month if the request is complex. More information is available on Community First Yorkshire's full [Privacy Policy](#).

You can opt out at any time

You will only receive our newsletter and wider information about services and events available through Community First Yorkshire if you tick the relevant boxes to receive this information. If at any time you would like to stop receiving such information, you can go to 'Edit my profile' on the Directory, and uncheck the box to unsubscribe from our newsletter and receiving further information. You can also choose to delete your account on the Directory.

Please keep your contact details up to date, using the 'Edit my details' feature on the Directory.

Your data's security

We care about how your personal data is stored. We use secure software that is kept up to date. Only members of staff who need access are able to see your personal data.

In the unlikely event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to an individual's personal data, Community First Yorkshire will assess the risk to the individual's rights and freedoms and, if appropriate, report the breach to the [Information Commissioner's Office](#) (ICO), the UK data protection regulator, promptly. If you have any concerns about the way we are handling your personal data, please get in contact (01904 704177 or info@communityfirstyorkshire.org.uk) as we will take your concern seriously and do everything necessary to resolve whatever issue might have arisen. If then you still are not satisfied with our response, you can raise a concern with the ICO.

If you do decide to delete any information from your account, or the account itself, please be assured that all personal data is destroyed to such an extent that the data is irrecoverable.

Last updated on 21.01.2019