

VOLUNTEER/ COMMUNITY SUPPORTER PRIVACY NOTICE

INTRODUCTION

The Churches Conservation Trust (CCT) is committed to protecting the personal data of its volunteers and community supporters.

This Notice sets out important information about how CCT collect and use your personal data during your period of involvement with CCT, and afterwards. You should read this Notice carefully and raise any questions you may have with the [Data Protection Lead](#)

This Notice was published in May 2024 and supersedes any previous publication. CCT will update this Notice from time-to-time. The authoritative version can be supplied on request by contacting the [Data Protection Lead](#).

WHO DOES THIS NOTICE APPLY TO ?

This Notice applies to all volunteers, and community supporters, who are associated with the CCT in the United Kingdom. The relevant data controller is The Churches Conservation Trust (located at Unit 14, Vulcan Works, 34-38 Guildhall Road, Northampton, NN1 1EW) which is registered with the Information Commissioner's Office (Registration Reference - Z6207323).

WHAT PERSONAL DATA DO WE COLLECT ?

Personal data means information which identifies you and relates to you as an individual. CCT will collect, use and store your personal data for a wide variety of reasons in connection with the volunteering and/or community support activities which you undertake for CCT. We have set out below the main categories of volunteer and community supporter personal data which we process on a day to day basis:

1. personal contact information (including your name, title, home address, personal telephone number(s) and personal e-mail address)
2. details of the nature of your involvement with CCT
3. date of birth (if under 18)
4. gender
5. bank account details (where applicable)
6. emergency contact information (name, relationship to you, telephone number, home address)
7. parent or carer information (name, relationship to you, telephone number, email address) (if under 18)
8. Disabilities/ access requirements
9. documents gathered during the application process (including application form, references, background vetting information)
10. employment status
11. hours of availability
12. referee contact information (name, relationship to you, telephone number, email address)
13. details in references about you that we receive from, or give to, others
14. information in applications you make for any other roles within our organisation
15. general activity records including details of training, and expenses history
16. information gathered through CCT's monitoring of its ICT systems, building access records and CCTV recordings

- | | |
|--|--|
| <ul style="list-style-type: none"> 17. personal data which you otherwise voluntarily provide, for example when using your CCT e-mail account (where applicable) 18. time and attendance record 19. driving licence copy (if applicable) | <ul style="list-style-type: none"> 20. passport copy (if applicable) 21. details of complaints made about, or involving, you and/or your activities with CCT (confidential or otherwise) 22. consents (photography and marketing) |
|--|--|

The majority of the personal data provided by you is mandatory in order for us to administer our association with you and/or comply with statutory requirements relating to health and safety and/or equality and diversity. Failure to provide mandatory personal data may affect our ability to accomplish the purposes stated in this Notice and potentially affect your ongoing association with CCT.

The list set out above is not exhaustive, and there may be other personal data which CCT collects, stores and uses in the context of your association with CCT. We will update this Notice from time to time to reflect any notable changes in the categories of personal data which CCT processes.

The majority of the personal data which we process will be collected directly from you. In limited circumstances your personal data may be provided by third parties, such as official bodies (for example regulators or criminal record bureaus), medical professionals, background vetting companies, third party training providers, or referees.

HOW DO WE USE YOUR PERSONAL DATA ?

CCT uses your personal data for a variety of purposes in order to perform its obligations under your agreement with us; to comply with legal obligations; in pursuit of its legitimate business interests or where you have otherwise consented to the processing of your information.

We have set out below the main purposes for which volunteer/community supporter personal data is processed:

- | | |
|---|---|
| <ul style="list-style-type: none"> 1. the administration and payment of expenses due under any volunteer agreement 2. the day to day management of voluntary tasks and responsibilities 3. to manage performance 4. to comply with legal requirements, such as complying with Freedom of Information or Data Subject Access Requests, and Safeguarding obligations 5. to address disciplinary and grievance issues with CCT employees 6. to protect CCT's confidential and proprietary information, and intellectual property 7. to monitor the proper use of CCT's ICT systems 8. to arrange regional gatherings of CCT volunteers and/or community supporters | <ul style="list-style-type: none"> 9. to prevent fraud against CCT and its members, volunteers or supporters 10. if a business transfer or change of ownership occurs 11. to book travel and attendance at learning and development events 12. to arrange and monitor any online training provided by CCT 13. to promote CCT and its work, and facilitate collaboration between volunteers, community supporters, staff and teams 14. addressing complaints made about, or involving, you and/or your activities with CCT (confidential or otherwise) 15. emailing you with information, materials and bulletins to assist you in your role volunteering for or otherwise supporting CCT |
|---|---|

Finally, we may also use your data to protect your vital interests in the event of an emergency or a threat to your wellbeing.

Again, this list is not exhaustive and CCT may undertake additional processing of personal data in line with the purposes set out above. CCT will update this Notice from time to time to reflect any notable changes in the purposes for which it processes your personal data.

WHAT SPECIAL CATEGORIES OF PERSONAL DATA DO WE PROCESS ?

Certain categories of data are considered "special categories of personal data" and are subject to additional safeguards. CCT limits the special categories of personal data which it processes to: information about sex life or sexual orientation, race or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership and health. For the purposes of this Notice, personal data relating to criminal convictions will also fall within the description of 'special category' personal data.

CCT uses special category data for limited purposes in order to perform its obligations under your agreement with us; to comply with legal obligations; in pursuit of its legitimate business interests or where you have otherwise consented to the processing of your information. We have set out below the main purposes for which volunteer and community supporter special category personal data is processed:

1. complying with Health & Safety legislation
2. carrying out DBS checks (where applicable)
3. carrying out internal equalities monitoring

HEALTH INFORMATION

CCT may process information about a volunteer or community supporter's physical or mental health in compliance with its legal obligations, in particular (i) to comply with obligations owed to disabled volunteers or community supporters; and (ii) to comply with health and safety obligations.

We will always treat information about health as confidential and it will only be shared internally where there is a specific and legitimate purpose to do so. We have implemented appropriate physical, technical, and organisational security measures designed to secure your personal data against accidental loss and unauthorised access, use, alteration, or disclosure.

Health information will typically be retained during the course of an individual's association with CCT.

Following the termination of an individual's association, we will typically retain health records for 24 months subject to any exceptional circumstances and/or to comply with particular laws or regulations.

WHEN DO WE SHARE VOLUNTEER/ COMMUNITY SUPPORTER PERSONAL DATA ?

CCT will share your personal data with other parties only in limited circumstances and where this is necessary for the performance of our duties to you or to comply with a legal obligation, or otherwise in pursuit of its legitimate business interests as follows:

1. accountants, lawyers and other professional advisers
2. learning and development providers
3. outsourced ICT and networking providers/platforms
4. outsourced administration providers
5. event management providers/platforms

In all cases, your personal data is shared under the terms of a written agreement between CCT and the third party which includes appropriate security measures to protect the personal data in line with this Notice and our obligations. The third parties are permitted to use the personal data only for the purposes which we have identified, and not for their own purposes, and they are not permitted to further share the data without our express permission.

CCT will also share your personal data with other group companies from time to time for the purposes set out in this Notice. In particular, CCT shares volunteer or community supporter personal data with other group companies for the purposes of support with administration.

In all cases, where personal data is transferred to a country which is deemed not to have the same level of protection for personal data as the United Kingdom, CCT has put in place written data transfer agreements to protect the personal data. In the case of any transfer of personal data from a country within the European Economic Area (EEA) to a country outside of the EEA, these transfer agreements incorporate the standard contractual clauses approved by the European Commission. If you have any questions about the transfer of your personal data in these circumstances, please contact the [Data Protection Lead](#) using the details set out below.

Service providers may change without update to this Notice. Any queries relating to data sharing partners and/or processors should be directed to the [Data Protection Lead](#) (contact details below).

FOR HOW LONG WILL MY PERSONAL DATA BE RETAINED ?

CCT's policy is to retain personal data only for as long as needed to fulfil the purpose(s) for which it was collected, or otherwise as required under applicable laws and regulations. Under some circumstances we may anonymise your personal data so that it can no longer be associated with you. We reserve the right to retain and use such anonymous data for any legitimate business purpose without further notice to you.

During the course of an individual's association with CCT, we may review an individual's record and delete any personal data which is no longer needed.

CCT will typically retain data for the periods set out below (calculated from the date on which the applicable association ends) subject to any exceptional circumstances and/or to comply with particular laws or regulations:

Categories of Personal Data	Retention Period
General file documents (relationship documents, including records of training and performance)	6 Years
Contractual documentation (volunteer agreement, documentation re expenses claimed, consents, termination / resignation letters)	6 Years
Expenses records	7 years
Health and safety incidents / records	6 Years
Health records	2 Years

WHAT ARE MY RIGHTS IN RELATION TO MY PERSONAL DATA ?

CCT will always seek to process your personal data in accordance with its obligations and your rights.

You will not be subject to decisions based solely on automated data processing without your prior consent.

In certain circumstances, you have the right to seek the erasure or correction of your personal data, to object to particular aspects of how your data is processed, and otherwise to seek the restriction of the processing of your personal data. You also have the right to request the transfer of your personal data to another party in a commonly used format. If you have any questions about these rights, please contact the [Data Protection Lead](#) using the details set out below.

You have a separate right of access to your personal data processed by CCT. You may be asked for information to confirm your identity and/or to assist CCT to locate the data you are seeking as part of CCT's response to your request.

If you wish to exercise your right of access you should contact the [Data Protection Lead](#) using the details set out below. Requests can be made by telephone, email or by post. We will respond to requests within 30 days of our receipt of any information reasonably requested from you.

Finally, you have the right to raise any concerns about how your personal data is being processed with the Information Commissioner's Office (ICO) by going to the ICO's website: <https://ico.org.uk/global/contact-us/> or contacting the ICO by telephone on 0303 123 1113.

WHERE CAN I GET FURTHER INFORMATION ?

If you would like further information about the matters set out in this Notice, or would like to exercise any of the rights detailed in this Notice, please contact the [Data Protection Lead](#), whose details are:

Phone : 0845 303 2760

Email: consent@thecct.org.uk

Post: Attn: Data Protection Lead
The Churches Conservation Trust
Unit 14 Vulcan Works
34-38 Guildhall Road
NORTHAMPTON
NN1 1EW