

Privacy Notice - Volunteers' Application Form

You may tick a box and sign the application form to acknowledge you have read this Privacy Statement but may be asked to return a signed copy of this form as part of the application process.

Thame Senior Friendship Centre is a registered charity (charity number 1039978). This data privacy notice will explain how we use any personal data we collect from you in the attached form. Any references to 'us' or 'we' hereafter in this privacy notice therefore relate to Thame Senior Friendship Centre.

Thame Senior Friendship Centre is the sole data controller of any personal data you provide us. We will not share your data with any third party without your explicit consent. Your data will not be transferred abroad.

We collect data via the 'Volunteer Application Form' for the following purposes:

- To enable us to contact you regarding voluntary work with Thame Senior Friendship Centre
- To enable us to ascertain your suitability to volunteer with Thame Senior Friendship Centre according to your locality to the Centre, and by carrying out a Disclosure and Barring Service check (DBS, formerly known as CRB).

Legal Basis for Processing your Personal Data

Under GDPR, a legal basis for data processing must be defined. In this case, Thame Senior Friendship Centre will rely upon consent as the legal basis for the processing of data for the purposes outlined above:

Article 6. 1. a: the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

How We Protect Your Data

Thame Senior Friendship Centre complies with the General Data Protection Regulation (GDPR) by keeping data up to date, by not collecting more data than is required for the purposes listed above, and by taking appropriate measures to ensure your data is stored securely and protected from loss, misuse and unauthorised disclosure. The data you provide via this form will be stored securely, either electronically or in a locked facility if supplied on paper. It will be stored for no longer than 5 years, after which time it will be securely destroyed. The collection and storage of your data is done in line with the Thame Senior Friendship Centre's GDPR Policy.

Your Rights

The GDPR provides the following rights for individuals:

- The right to be informed of the data we collect, and how we process and use your data
- The right of access - you have the right to request a copy of the data Thame Senior Friendship Centre holds about you
- The right to rectification - you have the right to request that we update any of your personal data which you believe to be inaccurate or incomplete
- The right to erasure - you have the right to request that we delete your personal data, under certain conditions
- The right to restrict processing - you have the right to object to our processing of your personal data, under certain conditions
- The right to data portability - you have the right to request that we transfer the data we have collected to another organisation, or to you directly, under certain conditions.
- The right to object
- Rights in relation to automated decision making and profiling.

To exercise all relevant rights, or for queries or complaints please in the first instance contact Thame Senior Friendship Centre via 01844 212080.

Should you wish to report a complaint or if you feel that Thame Senior Friendship Centre has not addressed your concern in a satisfactory manner,

Registered charity number 1039978 | www.thameseniorfriendshipcentre.com
info@thameseniorfriendshipcentre.com | 01844 212080

you may contact the Information Commissioner's Office. Information on how to do so is available here: <https://ico.org.uk/make-a-complaint/>

By signing below, you confirm that I understand and consent to the processing of the data provided in the 'Application Form' as detailed in this privacy notice.

Name:

Signature:

Date:

Driving License and Vehicle Information

Thame Senior Friendship Centre may seek information from the DVLA departments: "view driving record" and "view my vehicle" to ensure its Policies and Procedures are adhered to. By signing below, you confirm that you consent to this.

Name:

Signature:

Date:

Confidentiality Agreement

By signing below, you confirm that you agree to the following statement:

I agree, whilst volunteering with Thame Senior Friendship Centre or at any time afterwards, not to divulge to any person or make use of any confidential information gained in respect of any Client, Trustee, member of Staff, Volunteer or the Organisation.

I acknowledge that all documents, materials or equipment obtained during my volunteering remain the property of Thame Senior Friendship Centre.

I agree not to contact or disclose to any member of the press or the media any information relating to Clients, members of Staff, Trustees or Volunteers without the prior written consent of the Chair of Trustees.

Name:

Signature:

Date:

Photography and Filming Policy

Whilst volunteering with Thame Senior Friendship Centre, you may be invited to participate in filming or photography. As per Thame Senior Friendship Centre's GDPR policy, we will ensure that all people taking part in any photography or filming fully understand what is involved and are happy to participate, i.e. you will be consulted prior to any photography or filming taking place. You always have the choice whether to participate in any photography or filming if you are asked. Your decision will have no effect on your relationship with Thame Senior Friendship Centre. If you decide to take part, you can stop the photography or filming at any time and for any reason - please make this clear to a member of staff.

Photographs and films captured by Thame Senior Friendship Centre may be used on the Centre's website or Facebook page. The images will be stored securely for no longer than 2 years, after which time the images will be securely destroyed. All your data rights under GDPR (as outlined above) apply to any images of you held by the Centre. Please speak to a Centre manager if you would like to exercise any of your rights under GDPR, including to request that an image be removed from social media or the website.

Please note that you must NOT take any photographs of or film any of the members, volunteers or staff at Thame Senior Friendship Centre without having consulted one of Centre's managers.

By signing below, you agree to Thame Senior Friendship Centre's Photography and Filming Policy:

Name:

Signature:

Date: