



# PRIVACY NOTICE - VOLUNTEER

## 1. VERSION CONTROL

Version No	Date	Changes Made	By:	New Version No	Board Approved
DRAFT	Aug 21	Creation	W. Gomeze	V1	

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**LinkedIn:** <https://www.linkedin.com/company/cookforgood> **Twitter:** @cookforgood\_uk

**Instagram:** cookforgood.uk **Facebook:** cookforgood.uk

## 2. INTRODUCTION

This Volunteer Privacy Notice applies to information we (Cook for Good CIC) collect about individuals who register to become volunteers with Cook for Good. It explains what personal information we collect and how we use it.

If you have any comments or questions about this notice, feel free to contact us;

### Our contact details

**Name:** Cook For Good CIC

**E-mail:** datacontrol@cookforgood.uk

## 3. HOW WE COLLECT YOUR DATA

We collect personal data when you make an application to become a volunteer with Cook for Good. You may provide information directly to us, for example by completing a form. We may also obtain information from you, for example during visits with us to talk about the opportunity.

The following table explains the types of data we collect and the lawful basis, under current data protection legislation, on which this data is processed.

PURPOSE	DATA (KEY ELEMENTS)	BASIS
Enquiring about Volunteering	Name, address, contact number, email	Legitimate interests – it is necessary for us to read and store your message so that we can respond in the way that you would expect.
Application to Volunteer, Surveys and Reviews	Name, email, address, contact number,	Legitimate Interest - To contact you about your volunteering and involvement with Cook for Good To tell you about operational and impact updates and to keep you informed about your role and responsibilities by email, letter, phone or SMS messages To contact you in line with your marketing preferences, including subscribing to newsletters, to new volunteering projects and opportunities
Application to Volunteer, Surveys and Reviews	Date of Birth OR If you are under 16 years of age	Legitimate Interest - To assess whether you are eligible to volunteer To assess what roles are appropriate for you To be aware of the need to put in place additional safeguards if aged 16-17 (in future) To send Happy birthday messages
Application to Volunteer, Surveys and Reviews	Data about your race, ethnicity, or religious beliefs, where done with your	Legitimate Interest -

	consent, and where provided on a non-anonymised basis	To assess if we are representative of the community and to make steps to improve diversity  In volunteer surveys to assess your volunteering experience
Application to Volunteer,	Information about your next of kin and emergency contact	To contact someone in case of an emergency
Application to Volunteer,	Recruitment based information such as references and referee contact details	To make a decision about your recruitment
Application to Volunteer, Surveys and Reviews	Details about your driving license and car registration where you drive vehicles owned or leased by Cook for Good	To ensure you are eligible to drive
Application to Volunteer, Surveys and Reviews	Information from Disclosure and Barring Service (DBS) checks, including the outcome of the checks, if your role requires one	To make a decision about your recruitment
Application to Volunteer, Surveys and Reviews	Information about your criminal record	To make a decision about your recruitment for the role you are applying for
Application to Volunteer, Surveys and Reviews	Information about your health, including any medical conditions or allergies	To comply with our health and safety obligations and to enable any reasonable adjustments to be made
Application to Volunteer, Surveys and Reviews	Accident records if you have an accident whilst volunteering with us	To comply with our health and safety obligations
Application to Volunteer, Surveys and Reviews	Information regarding any training you receive	To meet the development and compliance needs required in your role
Volunteers	Photos and case studies, with your explicit consent and based on the consent preferences you select	We will use your image to promote the work and values of Cook for Good. These photos can be used in our publications (e.g. annual report, report to our funders), or as standalone images (e.g. on social media on our website)

## 4. HOW WE USE YOUR DATA

We use information about our volunteers as above. Some examples of how we use your data are provided below; please note this is not an exhaustive list:

- To manage your volunteering role
- To provide additional support / assistance to you
- To register you on training courses
- To ensure that we meet other legal obligations (for example in relation to health and safety)
- To monitor performance and undertake service planning / development
- To compile and analyse statistics (for example customer profiling)

With your permission, we may use your photographs in our publications (for example in our customer newsletter or annual report) or electronically (for example on our website or Facebook page).

Your opportunity to consent to this is on the application form

## 5. HOW WE PROTECT YOUR DATA

We will;

- Ensure that your data is kept safe and secure at all times
- Handle your information responsibly and respect your confidentiality
- Only collect and process data where it is necessary for us to do so
- Securely delete / destroy data when it is no longer required
- Be open with you about how we use your data and who we may share it with
- Respect your privacy rights

## 6. HOW WE SHARE YOUR DATA

There may be occasions where we share your data. This may happen when:

- A third party provides a service on our behalf (for example a system we use to manage our staff data).
- There is a legal requirement to do so (for example to prevent and detect crime, in line with the data protection exemptions provided by regulations).
- We are working in partnership with another organisation (for example a support agency or the Council).
- Where we share your data as part of an application to a training course

In some instances data may be transferred outside of the European Union. In all cases, we will take adequate steps to ensure the security and protection of your personal information.

## 7. RIGHTS YOU HAVE OVER YOUR DATA

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by putting 'unsubscribe' links at the bottom of all our marketing emails).
- You have the right to ask for rectification and/or deletion of your information.
- You have the right of access to your information.
- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk/>

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with us. [datacontrol@cookforgood.uk](mailto:datacontrol@cookforgood.uk)

Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

## 8. MODIFICATIONS

We may modify this Volunteer Privacy Policy from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold and is affected.

## 9. HOW TO COMPLAIN

If you have any concerns about our use of your personal information, you can make a complaint to us at [datacontrol@cookforgood.uk](mailto:datacontrol@cookforgood.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
 Wycliffe House  
 Water Lane  
 Wilmslow  
 Cheshire  
 SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

## 10. REVIEW RECORD

<b>Policy:</b>	<b>Volunteer Privacy Policy</b>	<b>Date Created:</b>	<b>Aug 2021</b>
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<b>Review Date:</b>	<b>Reviewed On:</b>	<b>Reviewed by:</b>	<b>Notes</b>
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