

Community meal / Attending events / Gardening and Decorating

Privacy statement

Who we are

Discovery Student Volunteering Swansea is a student led organisation that aims to serve the community of Swansea by enriching people's lives, challenging discrimination and supporting disabled people. We do this in a range of ways including providing community meals and events and via our Gardening and Decorating projects.

Why we keep information

As you are involved in one of more of these projects we need to keep some information about you. Usually just your name, address and contact details. If we sometimes provide you with transport we may need to keep information about your access needs as well.

We will use this information to help us make sure that you are invited to events and are able to take part in them. We always keep your information stored in a locked drawer or on a password protected computer file.

Sharing information

We may occasionally share information about you to help publicise and promote Discovery, this might be photos of you while you are at our events or nice things you have said about us.

If we are providing transport for you then we will need to share some information about you with the taxi company. Otherwise we will not share any information about you with anyone else without asking your permission first.

The only exception to this would be if we were worried about your safety or the safety of someone else. We would tell you we were going to share this information unless we believed that telling you we were going to share your information would increase the risk.

Seeing the information we hold about you

We are happy to show you the information we hold about you. If you want to see it please make your request in writing addressed to the Director, Discovery, Fulton House, Swansea University, Singleton Park, Swansea, SA2 8PP.

Please also let us know if the information you have given us changes and needs to be updated.

The legal bit

General Data Protection Regulation 2018 sets out the reasons organisations are allowed to keep information. We keep your information because we have a 'legitimate interest' this means that we need to keep your information so that we can provide our services.

So that we can make sure that you are safe and healthy on activities and so that we understand why it

is good for you to attend our activities with us we may keep information about your health, e.g. any

allergies or health conditions you have told us about.

Some of Discovery's funders ask us to keep detail of the ethnicity of the people who get involved in our

project. We will ask you for this on your consent form.

To keep this information we need your specific consent, by signing below you are giving us your

consent for this.

Name

Sign

Date

Deleting the information we have about you

We will delete the information we have about, if you ask us to, if you tell us you don't want to come on activities anymore, or 3 years after our last contact with you.

If you would like us to stop holding information about you please contact

Managing Director

Discovery Student Volunteering Swansea,

Fulton House, Swansea University, Singleton Park, Swansea, SA2 8PP.

Discovery@swansea.ac.uk, 01792 295743

If you would like any more information or have any queries about this please contact

Discovery@swansea.ac.uk, 01792 295743