

Referees

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.

Why we keep information

Someone who has applied for a job with us or to volunteer with us has given your names as a reference. We expect them to inform you that they have done this and ask your permission. If they are successful we will ask you for a reference. If they are a volunteer we will keep your information until they are successfully through the application process and then delete it. If they are a

We always keep your information stored in a locked drawer or on a password protected computer file.

Sharing information

We will never share your application information outside of Discovery. The short listing panel will see your application once it has been made anonymous and the first pages have been removed.

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 have to hold your data to be able to make employment decisions.

Deleting the information we have about you

Employees - If the person you are a referee for is successful we will ask you for a reference. We will then keep this on file for the duration of their employment and for 7 years after their employment ends.

Volunteers - We will keep your information until they are successfully through the application process and then delete it.

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

Appendix 2

Disclosure and Barring Service Consent for external staff and volunteers

If a DBS check is necessary for your role we will need to share your information with the Disclosure and Barring service, this is the information that you complete on the DBS form.

You can read their privacy statement here <https://www.gov.uk/government/publications/dbs-privacy-policies>

I have read the Enhanced check privacy policy for applicants and I understand how DBS will process my personal data and the options available to me for submitting an application.

I consent for Discovery to hold information about my health and ethnicity as described above.

Signed

Name

Date