

Supported Volunteers and Active 18

Privacy Statement Easy read

There are some new rules which mean that we need to explain to you what information we have on our computers and in our files about you and how we keep that information private.

It is important that you understand this so if you have any questions as you read through you can ask a member of staff for help.

Who we are

Discovery Student Volunteering Swansea is a charity which helps lots of different people in Swansea by finding volunteers to run projects.

Why we keep information

The information we have about you are things like your name, address and phone number so we can invite you to activities.

We also have information about when you have come to volunteering or on activities and how much you told us you enjoyed it. We may have some information about your health and support needs and about your race and where you come from if you have given it to us. We may also keep information about any worries we have about you.

We have this information so we are able to give you the help you need to be a volunteer or come on activities and make sure that everyone who wants to be involved in Discovery is included. We also sometimes need to tell the people who give us money for activities and to pay workers about the people that we work with. They won't know your name or be able to find out who you are. We keep all information about you in a locked drawer or on a computer file with a password which only Discovery staff can open.

Sharing information

Sometimes we might share information about you to help more people know about Discovery. This could be photos of you volunteering or on activities or nice things you have said about volunteering or activities. We will only do this if you have said it is okay.

If you have other people who help keep you safe or understand things, like support workers, we might tell them things about you. This would be if you had done something really good in your volunteering or on activities or if we were worried about you.

The only time we would tell anyone things about you without you saying it is okay would be if we were worried about your safety or the safety of someone else. We would only tell someone about this without you saying it is okay if we thought asking you would put you in danger.

Seeing the information we have about you

We are happy to show you the information we have about you. If you want to see it you need to write a letter to Eleanor, but Kirsty or another member of staff can help you to do this.

The legal bit

There is a new law which gives reasons why organisations can keep information about people. We keep your information because we need it to invite you to activities and make sure we can keep you safe. The law calls this "legitimate interest". We also have to clearly ask you if we are allowed to keep information about your health and support needs and race or where you are from.

Deleting the information we have about you

We will delete the information we have about you if you ask us to, but this will mean you will not be able to come to Discovery activities unless you give us this information again. If you leave Discovery we will delete the information we have about you three years after you leave or earlier if you ask us to.

Signature

Please write your name to show that you understand this and that you are happy for Discovery to keep your information and use it in the ways we have told you about here.

The law says that Discovery has to get you to tell us clearly that it is okay for us to keep information about your health and support needs and your race and where you are from. If you write your name below you are telling Discovery it is okay for us to keep this.

Name:

Sign:

Date:

Someone to confirm that you understand this information

Name:

Sign:

Date:

Relationship to person above:

If you would like any more information or have any questions about this you can call us on 01792 295743 or speak to a member of staff next time you are in the office.