

Supported volunteers

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 by recruiting and supporting student and community volunteers.

Why we keep information

As one of our volunteers we need to keep some information about you. This is the information you give us in your Start here Interview. We may also keep information about any worries or concerns we have about you.

We will use this information to help us support you as a volunteer and make sure that you get the best out of volunteering. 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 volunteering or nice things you have said about volunteering.

IF you have other support workers we might share information about you with them. This would be if we wanted to tell them about some volunteering you had taken part in or if we were worried about your wellbeing. Otherwise we will not share any information about you with anyone else without asking your permission first.

They 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, you can also do this yourself via the database.

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.

We will also keep information about your ethnicity this is to help us ensure that we are working in a way that welcomes everybody and that our volunteers are representative of the University community.

We may also keep information about your health / disability or access needs this to to help us make sure that we are supporting you in the nest way possible.

By ticking yes below you are giving us permission to hold information about your ethnicity health / disability or access needs .

Deleting the information we have about you

We will delete the information we have about, if you ask us to or 3 years after our last contact with you.

I give permission for Discovery to keep information about my ethnicity and /or health / disability or access needs

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

Name

Sign

Date

If you need someone to help you understand this information

Name

Sign

Date

Relationship to person above

If you would like any more information or have any queries about this please contact Discovery@swansea.ac.uk, 01792 295743