

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 when you sign up to the database and 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.

If you are a trustee we will also need to share information about you with the Charity Commission and our bank.

If you are volunteering with us in Zambia we will need to share your information with the travel agent, usually a photo copy of your passport, we will inform you when this is necessary.

If a DBS check is necessary for your role we will need to share your information with the Disclosure and Baring 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>

Volunteers on the COP project will also need to complete a COP application form and submit copies of their ID.

Volunteers with a criminal record

A Criminal record will not necessarily exclude you from volunteering with Discovery, this will be explained to you fully when you apply to volunteer with us. If you have a criminal record that impacts on your volunteering, we will store information about the impact and relevant decision made in a restricted access folder that only the Director and Volunteering Managers will have access to for a limited time. This is to ensure that you do not have to explain the circumstances of your offence more than once and safe, informed decisions can be made about what volunteering you can do.

Sharing information inc photos

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.

We may also speak to staff within the university about you. This might 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.

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.

Occasionally we will share your information with another organisation you are volunteering with as part of Discovery. Usually this will just be your name so they know to expect you. In the case of the COP project applications forms are shared with South Wales Police and become the basis for the police vetting checks.

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 help us make sure that we are supporting you in the best way possible.

By ticking yes below you are giving us your consent 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. You can at any time delete information from your database profile or archive your account.

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