

PRIVACY NOTICE	Volunteers	Version 1.00
AUTHOR	Station Commander - Community Risk	
DATE	18/07/18	

•	Who is collecting my information?			
	<i>Hereford & Worcester Fire and Rescue Service</i>			
•	Where did you get my information?			
	<i>From the individual</i>			
•	What information is being collected?			
	<ul style="list-style-type: none"> • <i>Address / email address</i> • <i>Telephone Number</i> • <i>Date of birth</i> 	<ul style="list-style-type: none"> • <i>National Security Number</i> • <i>Next of kin</i> • <i>DBS – vetting information</i> 		
•	Why are you collecting this information?			
	<i>To ensure the Service adhere to Safeguarding policies in the application process and then to manage the accepted volunteers</i>			
•	What are the legal reasons (legitimate grounds) for collecting my personal data?			
	<i>The Service has a contractual requirement to ensure the suitability and health & safety of individual's representing the Service as volunteers</i>			
•	What will my information be used for?			
	<i>To confirm suitability for volunteering, to contact volunteers, to contact next of kin in case of an emergency and matching volunteers to events</i>			
•	How will my information be stored to guarantee security?			
	<i>Information securely stored on the Better Impact system – Please note, Better Impact is hosted in Canada, however is fully compliant with the new General Data Protection Regulation</i>			
•	Who will have access to my information?			
	<i>A limited number of Service personnel who have access to Better Impact</i>			
•	Will my information be shared with anyone other than the Fire and Rescue Service?			
	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
•	If YES, then how will this be done?			
	<i>Inputted directly onto system</i>			
•	If YES, who with?			
	<i>Better Impact</i>			
•	Do I have the right to ask for my information to be erased?			
	<i>Yes – once you are no longer a volunteer</i>			

PRIVACY NOTICE	Volunteers	Version 1.00
AUTHOR	Station Commander - Community Risk	
DATE	18/07/18	

• Do I have the right to object to my information being used?	<i>No – Your information is required for volunteer working arrangements</i>
• Do I have the right to ask for my data to be provided in a universally recognised electronic format e.g. CSV file?	<i>Yes - Please contact the Performance & Information Department, Service Headquarters if you want a copy of your records.</i>
• How long will you keep my information for?	<i>Information will be held whilst you are a volunteer and for 6 years after you have left Unsuccessful applications will be kept for 1 year</i>
• How will my information be disposed of?	<i>Relevant CSA and HR member of staff are responsible for deleting electronic files and securely shredding all paper records</i>
• Who do I contact if I have any questions?	<i>Station Commander Sproat - Community Risk, North Worcestershire HQ, Slideslow Drive, Bromsgrove, Worcestershire, B60 1GN</i>
• How do I make a complaint?	<p>Step 1: Please submit your issue via the Service's complaints system: Comments and Complaints</p> <p>Step 2: If you are not satisfied with the outcome of the internal review, you may raise a concern directly with the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF, Tel: 0303 123 1113 (alternatively 01625 545745) or E-mail: casework@ico.org.uk</p>

For Performance & Information Department to complete

Legislation	Section	Details
GDPR	Article 6(1)(b)	Contractual obligations

Other Legislation
Health & Safety at Work Act