Privacy Policy for volunteers

You can be confident the team at Energize STW fully understands the importance of data protection and will always process your data in accordance with the General Data Protection Regulation (GDPR).

Our policy explains the reasons why we at Energize STW might ask for your personal data. It will cover three main areas. What data we collect from you and why; how we keep it safe and process it in accordance with the law, including who has access to it besides Energize STW; and finally, what we are doing to protect your rights as a data subject, and how you can exercise those rights.

The personal data we collect

Energize STW collects volunteers' personal data for several reasons. These include:

- Name and contact details
- Demographic data such as age and gender
- Consent to have your photograph taken
- Details of any medical conditions we should know about

We may require the name and contact details of a parent or guardian, along with their consent for a young person to volunteer for us. We will also require the name and contact details of someone to contact in the event of an emergency. We may also require the name and contact details of people willing to give a reference.

Why we hold personal data

In each case, we will explain what your personal data is needed for when we request it. In general, we require personal data for the following reasons:

- Delivering activities or programmes
- Internal record keeping
- Performing our administrative processes
- Complying with our legal requirements
- Sending you information we believe you will find interesting
- Conducting market research to improve our services

Personal data from volunteers, sometimes including some special category data such as ethnic and medical information, is gathered with their consent. We will then use relevant personal data to fulfil any contracts with volunteers, to carry out activities that are in our legitimate interests and to comply with our legal obligations.

How we keep personal data secure

Energize STW takes data security extremely seriously. We have therefore implemented appropriate digital, managerial and physical procedures to ensure your data is not lost, stolen, damaged or disclosed to any unauthorised person or organisation.

Who sees your personal data

It is often necessary for us to work with other organisations to allow us to deliver our services. These will usually be specific to each project and could include local authorities, activity providers, and schools. We will inform you of any third parties who will see your data at the point we request it.

We also use third-party services such as website providers, who may also require access to some of your data. In every circumstance, we will take all reasonable measures to ensure that third parties undertake to protect your data with the utmost responsibility and act in accordance with the GDPR.

How long we hold your data for

We will inform you how long we intend to retain personal data at the point we request it. Sometimes we may be required to keep data long-term (typically six years) in line with legal or regulatory requirements. Information relating to personal injury claims will be retained until the limitation period for such claims expires.

How we will uphold your rights as a data subject

We will do our best to keep the data we hold accurate. However, if you spot any errors in the data we hold on you, please let us know and we will rectify them.

We will never use your personal data for anything we haven't already told you about. Unless obliged to do so by law, or to exercise our legal rights, we won't share your data with anyone other than the organisations we have told you about. We will never use your data for any form of profiling or automated decision-making.

You can ask to see what personal data we hold on you at any time. If you gave us your consent to process your data, you can withdraw that consent. You can also request that we delete it or request that we do not to use it for some of the purposes described in this policy. If you are on a mailing list to receive information from us, you can unsubscribe at any time. Where applicable, we can provide your data to you in a portable digital format.

Additional notes

To help us inform the community of activities in the region, we may include links from our website to the websites of other organisations. Please note that we cannot be responsible for either the contents of these websites or their data protection measures. Our privacy policy does not cover information you provide to these websites. We, therefore, recommend you exercise caution and review the privacy policies of the sites in question before submitting your personal data to them.

Our website may collect tracking data from your computer or device. To find out more about this – including how to prevent such tracking – please see our **Cookie Policy**.

We may occasionally update this privacy policy. Please check back to ensure you are referring to the latest version.

Contact us

Please email either pete.ezard@energizestw.org.uk or helen.madden@energizestw.org.uk if you want to discuss any aspect of our use of your personal data, including:

- Notifying us of withdrawal of consent

- Requesting to see your data
- Requesting us to correct errors
- Objecting to one or more of the uses we make of your data

If you are unhappy with any aspects of how we use your personal data, do let us know. You also have the right to complain to the Information Commissioners' Office (www.ico.org.uk).

Cookie Policy

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

The Energize STW website uses traffic log cookies to identify which pages are being used. We only use this information for statistical analysis purposes - the data is then removed from the system.

A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically allow cookies, but you can usually modify your browser setting to decline cookies if you prefer. However, this may prevent you from taking full advantage of the website. For more information about cookies – including guidance on how to delete them or decline them – you may find the site www.aboutcookies.org useful.