

## Privacy notice - SASH volunteers

This privacy notice was last updated in July 2024.

### Introduction

Our work depends on the commitment and hard work of many people, who give their time and skills to support SASH and the young people we are here for.

SASH is committed to keeping your information secure and processing it in accordance with our legal responsibilities under the UK GDPR and the Data Protection Act 2018.

SASH has 'Cyber Essentials' certification, which is a government backed scheme. It shows SASH are compliant with a number of security measures to protect against cyber-attack.

This privacy notice applies to:

- fundraising volunteers
- administration volunteers
- volunteers working with young people

The way in which SASH collects and processes information about young people, SASH hosts, supporters, job applicants etc are not covered in this privacy notice but are available separately.

### Who we are

Safe and Sound Homes is a registered Charitable Incorporated Organisation (CIO) (charity number 1054890).

SASH's registered address is IT Centre, Innovation Way, Heslington, York YO10 5NP  
Telephone 03300 562259 or email [info@sash-uk.org.uk](mailto:info@sash-uk.org.uk)

SASH is registered with the Information Commissioner's Office under registration reference: Z956107X.

### When we process information and our lawful basis for processing

When you are considering a volunteer role with SASH, we process the information you provide in order to make sure the role is right for you, and to carry out any necessary checks.

If you become a volunteer with SASH, we process information about you in order to keep a record of your role, and to make any ongoing checks where required.

Under the UK GDPR our lawful bases for processing your information are: consent and legitimate interest.

Under UK GDPR some of the information we may ask for and process is classed as 'special category data'. Specifically, this is information relating to:

- Details of any criminal convictions (where applicable). Our lawful basis for processing this information is 'public interest' together with 'Safeguarding of children and individuals at risk' under the Data Protection Act 2018 (Schedule 1, Para 18).

- Details of any health conditions (where applicable). Our lawful basis for processing this is 'equality of opportunity or treatment'.

### **What information we ask for and why**

SASH asks for the following as part of volunteer recruitment:

- your name and date of birth
- your contact details
- your availability
- what volunteering role you are interested in
- your skills, experience and interests as relevant to the volunteering role you are applying for
- your reasons for volunteering, current occupation etc
- any health or disability issues that you may wish SASH to know about in order for SASH to support you in your role
- emergency contact details
- details of referees if required by the role
- where a DBS is required for the role, any offending history you disclose

### **Where we store your information and third-party processors**

Your information is kept securely on Microsoft 365 which includes SharePoint (file storage and sharing) and Outlook (email). We also store information with our third-party HR system, Breathe HR.

### **Who we will share your information with**

If the volunteer role requires a Basic DBS this is carried out every three years and you will be asked to apply for this direct through the government disclosure service. SASH will cover the cost of the DBS. Once you have received your certificate, SASH will ask to see the original, and will keep a copy on record.

If the role is advertised as requiring an Enhanced DBS, SASH will submit your name and email to First Advantage (the company that process DBS applications on our behalf). They will email you direct to complete the DBS application. If the DBS discloses any information such as criminal convictions, we will be notified that this is the case, and ask you to share this with us from the DBS certificate you receive. We will record that the DBS has been completed and the outcome. If an enhanced DBS is required this is checked every 12 months (we encourage all volunteers to register with the online update service).

If any convictions are recorded, we will keep a record of this and what decision was made about your suitability to volunteer with SASH.

If references are required we will share your name with the referees you provide in order to obtain your personal references.

We will never share your details with any individual or organisation not included above, unless legally obliged to do so, or where you have consented for us to do so.

### **How long will SASH keep personal data for?**

If you apply to volunteer with SASH but do not start this role, your personal data will be kept for 12 months and then deleted.

If you become a volunteer for SASH, your personal data will be kept for 3 years and then deleted. A summary record will be maintained in case of any future enquiry.

**Concerns or queries about how we use your data**

You have the following rights in relation to your data:

**Right to access** – the right to request a copy of the information we hold about you. We will not charge you to provide you with this information.

**Right to correct** – the right to have your data rectified if it is inaccurate or incomplete. It may be more appropriate to record the correction alongside the historical information.

**Right to erase** – the right to request that we delete or remove your data from our systems.

**The right to restrict use of your data or object to processing** – the right to request that we limit the use of your data or stop processing your data.

Whilst these rights are not absolute, SASH will always act within the law as set down by the UK GDPR, the Data Protection Act 2018 as well as SASH policies. If we cannot comply with your request, we will tell you the reason why.

For general information about your rights see [www.ico.org.uk/for-the-public](http://www.ico.org.uk/for-the-public).

If you want to exercise your rights with respect to your data, or if you would like to know more about how SASH processes your data, please contact the Chief Executive in the first instance or ask for our Subject Access Request policy.

You have the right to make a complaint to the Information Commissioner’s Office (ICO). See [www.ico.org.uk/make-a-complaint](http://www.ico.org.uk/make-a-complaint) for how to do this.

<b>Written/Updated By</b>	Systems Lead Officer	<b>Approved By</b>	Chief Executive
<b>Date of Approval</b>	July 2024	<b>Review Period</b>	12 months
<b>Date of Last Review</b>		<b>Date of Next Review</b>	July 2025