

Privacy Notice for Volunteers

Cadwyn Housing Association Limited ("Cadwyn", "we", "our", "us") is a Registered Society under the Co-operative and Community Benefit Societies Act 2014 Registered Number 18805R. Our registered address is 197 Newport Road, Cardiff, CF24 1AJ. We are a Registered Social Landlord regulated by the Welsh Government, registered number L019. Our ICO data protection registration number is Z6736414.

All personal information that we hold concerning our volunteers are held and used strictly in accordance with the provisions of the United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 ("DPA"). Personal information means any information from which you can be identified. Cadwyn is a data controller, which means that we are responsible for deciding how we hold and use your personal information.

Personal Information That We Hold About You

We will collect sufficient (but not excessive) personal information; keep it up to date; store and destroy it securely; protect it from loss, misuse, unauthorised access and disclosure; and ensure that appropriate technical measures are in place. The personal information that we collect, store and use about you *may* include any of the following depending on your voluntary role:

- name
- home address
- telephone numbers
- email address
- proof of your identity
- proof of your qualifications
- proof of identity (I/D), such as a copy of a bank statement, passport, driving licence, utility bill, etc.
- qualifications, including experience, skills and personal qualities

- notes we have taken during your telephone &/or face-to-face interview(s)

We may also hold the following special category data (UK GDPR Article 9):

- information provided on the Equal Opportunities Monitoring Form
- general health data
- health data from accidents and incidents

The Legal Basis and Purpose for Collecting and Processing Your Personal Information

The legal basis for Cadwyn processing your personal information

- where it is necessary for our legitimate interests, except where such interests are overridden by your interests or fundamental rights and freedoms. - UK GDPR Article 6(1)(f)

The legal basis for Cadwyn processing your special category personal information:

- where you have given us your explicit consent to allow us to use any special category data on the Equal Opportunities Monitoring Form - UK GDPR Article 6(1)(a) and Article 9(2)(a). Please note, you have the right to withdraw your consent at any time - UK GDPR Article 7(3)
- where processing of special category health data is necessary for the provision of health or social care or treatment or the management of health or social care systems and services. - UK GDPR Article 6(1)(c) and Article 9(2)(h).

The purpose for processing your personal information is to assess your suitability for the voluntary role that you have applied for.

The Legal Basis for Sharing and Storing Your Personal Data

The legal basis for Cadwyn sharing your personal data is when it is necessary and proportionate to do so or to comply with our legal

obligations, including sharing it with [law enforcement authorities](#) for [law enforcement purposes](#) or where you have given us explicit consent to do so. We will not sell your personal data. GDPR - Article 6(1)(a) and Article 6(1)(c).

Your personal data is stored in locations in the UK. GDPR - Article 46.

How Long We Keep Your Personal Data

We will retain your personal information for no longer than is necessary for the purpose that we have obtained it for. We keep your personal information for 3 years after you leave Cadwyn, as set out in the Limitation Act 1980. GDPR - Article 5(1)(e)

Your Individual Information Rights

The UK GDPR provides the following information rights:

You have:

- the right to be informed about the use of your personal information - UK GDPR Articles 13 & 14
- the right to [access your personal information](#) - UK GDPR Article 15
- the right to amend your personal information (where it is incorrect) - UK GDPR Article 16
- the right to be forgotten. If you ask us to delete your personal information - UK GDPR Article 17
- the right to withdraw your consent (if given) at any time - UK GDPR Article 7(3)
- the right to complain (see **How You Can Complain** below) - UK GDPR Article 77

In certain circumstances you may also have:

- the right to restrict us processing your personal information - UK GDPR Article 18
- the right to data portability - UK GDPR Article 20
- the right to object to us using your personal information - UK GDPR Article 21

- the right to object to automated decision making and profiling - UK GDPR Article 22

If you wish to exercise your information rights, please contact us:

- Cadwyn Housing Association, 197 Newport Road, Cardiff CF24 1AJ,
- telephone: 029 2049 8898
- email: info@cadwyn.co.uk or
- People Services or the department which may hold your specific personal information.

Please note that the UK GDPR and the DPA provides some [exemptions](#) to your information rights - UK GDPR Article 23.

How You Can Complain

You have the right to complain about how we have processed your personal information. In the first instance please contact our Data Privacy Officer. If you are still unhappy with our final response, you may refer your complaint onto the ICO, Wycliffe House, Water Lane, Wilmslow SK9 5AF. Telephone number: 0303 123 1113. <https://ico.org.uk/>