



GDPR & Data Protection

We take your privacy seriously. Here's how we handle your personal data:

1. What we collect

- Name, contact details (email, phone, address)
- Emergency contact information
- Volunteer role preferences and availability
- Records of training completed and events attended

2. Why we collect it

- To manage your volunteer onboarding, support, and communications
- To ensure you have access to the right briefings, training, and opportunities
- To meet our legal obligations (e.g. safeguarding, health & safety)

3. Lawful basis

We process your data under the GDPR lawful bases of consent (you agree to join and provide data), and legitimate interests (we need your information to run a safe and effective volunteer programme).

4. How long we keep it

- Active volunteer records are retained for the duration of your involvement.
- Records are then retained for a further 2 years (to allow for references or follow-up) before secure deletion.

5. Your rights

Under GDPR, you have the right to:

- **Access** the personal data we hold about you
- **Rectify** any inaccuracies
- **Erase** your data (subject to legal obligations)
- **Restrict or object** to certain processing
- **Data portability** — receive your data in a commonly used format
- **Lodge a complaint** with the Information Commissioner's Office (ICO) if you believe your data has been misused

6. Who we share it with

Your data will only be shared with:

- Assemble platform providers (for hosting your profile and training records)
- Relevant safeguarding or compliance bodies (where legally required)
- Volunteer-involving organisations you choose to support

7. Contact us

For any questions about your data or to exercise your rights, please contact:

Data and Compliance Support Officer, EmmaJane McGuire

Email: admin@thrivingtogethernorthumberland.org.uk

