



Fletton House
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Tel: 01832 275433

OUR PRIVACY NOTICE

Volunteer Action needs to collect personal information about you to enable you to access our services whether as a volunteer or as a service user. It will also form the basis of a confidential personal record in electronic format. The data will be retained for administrative and statistical reporting purposes.

If we don't hear from you for two years it will be archived under secure conditions.

In accordance with the General Data Protection Regulation and Data Protection Act, the information provided on this form will only be disclosed to those who have a legitimate reason to see it.

The lawfulness of processing this information under the General Data Protection Regulation and the Data Protection Act is for Legitimate Purposes 6(f) and in compliance with legal obligations 6(c).

We would like to make you aware that you have the following rights regarding the data we are required to collect about you:

- Make a Subject Access Request;
- Rectification of any incorrect information we hold about you;
- Restriction of further processing of data;
- Right to be forgotten where information has been provided with consent.

A copy of our Data Protection Policy is always available on our website.

Should you wish to complain about any aspects of how we have handled your personal data you can contact the Supervisory Authority (ICO) at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

The Data Protection Officer can be contacted if you have any questions about how we handle your personal data by emailing admin@volunteeractionoundle.org.uk