

Volunteer Privacy Notice

As part of recruiting and working with volunteers, the BEF collects and processes personal data relating to applicants for these volunteering roles. The BEF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the BEF collect?

The BEF collects a range of information about you. This includes the following:

- your name, address and contact details, including email address and telephone number;
- whether you are under 18 years of age to ensure you are accompanied by an adult;
- information a contact in case of emergency;
- your availability for volunteering.

The BEF collects this information from emails that you send to us.

Data will be stored in a range of different places, including on paper (particularly for use during the event you are volunteering for) and on BEF IT systems (including email).

Why does the BEF process personal data?

The BEF needs to process data to be able to contact you about your application to volunteer for the BEF and to correspond with you about your volunteering.

The BEF has a legitimate interest in processing personal data to enable you to volunteer. Processing data from your email information to apply to volunteer allows the BEF to select appropriate volunteers for the event and correspond with all volunteers before, during and if necessary, after the event.

Where the BEF relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The BEF will not use your data for any purpose other than the volunteering exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the event for which you are volunteering. This includes members of the HR team, those involved with the management of the event and IT staff if access to the data is necessary for the performance of their roles.

The BEF will not share your data with third parties.

The BEF will not transfer your data outside the European Economic Area.

How does the BEF protect data?

The BEF takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Only those employees involved in the event for which you are volunteering will have access to your data through restricted access files. Electronic files have restricted access and any paper copies of your data in the office are held in locked cabinets. Paper copies of your

contact details may be used at the event but will be held by a single point of contact managing the event and will be securely shredded when the event is over.

For how long does the BEF keep data?

The BEF will hold your data on file for 6 months after the completion of the event for which you applied to volunteer for. At the end of that period your data is deleted or destroyed.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the BEF to change incorrect or incomplete data;
- require the BEF to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the BEF is relying on its legitimate interests as the legal ground for processing; and
- ask the BEF to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the BEF's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact office@bef.co.uk

If you believe that the BEF has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the BEF. However, if you do not provide the information, the BEF will not be able to process your application for volunteering properly or at all.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.