



Community First
Yorkshire

Volunteering in North Yorkshire Directory Privacy Policy

Volunteering in North Yorkshire Directory (the Directory) is a platform operated by Community First Yorkshire. We take privacy seriously. This privacy policy explains the personal data we collect, how we use it and your rights relating to our use of your data. Please contact

info@communityfirstyorkshire.org.uk or Tel. 01904 704177 if you have any questions, comments or requests in regard to this privacy policy, your personal data, or data protection generally.

Who we are

Community First Yorkshire is a registered charity (no: 515538).

Community First Yorkshire has processes, documentation and records which are designed to ensure that it complies with regulations. It has set up procedures, as set out in this policy, in order to meet the requirements of General Data Protection Regulations (GDPR) and has accompanying employment practice codes in regards to data protection legislation which applies to 'personal data' i.e. name, address or mobile number.

Community First Yorkshire is registered with the Information Commissioner's Office as an organisation that processes personal data.

How we manage your data

Community First Yorkshire adheres to Article 5 of the GDPR legislation which states that personal data shall be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate; having regard to the purposes for which they are processed, are erased or rectified without delay;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purpose for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to

implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and

- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

How we collect and process personal data

Community First Yorkshire collects personal data when someone registers with the Directory such as name, address and email address. If the choice is made to use the Directory to apply for a volunteer opportunity, an individual's name, and either phone number or email address (depending on the form of contact selected) is then shared with the volunteer organisation who has posted the opportunity.

Information is also collected relating to an individual's use of the directory, including opportunities applied for, hours of volunteer time available and age category.

When individual's register interest in a volunteer opportunity, details are forwarded to the volunteer organisation. If the opportunity is advertised through a broker, such as a Volunteer Centre or headquarters of an organisation, details will be available to both the broker and the organisation providing the opportunity in order to take an application forward.

We may have reason to contact you directly using the contact details shared with us. Contact might relate to a change in the system, updated policies and procedures or other matters we may need to make you aware of. Contact information will also be used to respond to or fulfil any requests, complaints or queries made to us.

We will disclose personal data if we reasonably believe we are required to do so by law, regulation or other government authority or to protect the rights and property of Community First Yorkshire its affiliates or the public. We may also cooperate with law enforcement agencies in any official investigation and may disclose personal data to the relevant agency or authority in doing so.

We reserve the right to transfer personal data in the event of a transfer of ownership of Community First Yorkshire such as acquisition by or merger with another company.

Access Rights

You have the right to access your personal data from Community First Yorkshire. These rights are:

- Right to be informed
- Right to access of data
- Right to the rectification of any inaccurate data
- Right to the erasure or stop processing of the data
- Right to the restriction of processing
- Right to object
- Right to data portability
- Right to automated decision making including profiling

To request this information please send an email to info@communityfirstyorkshire.org.uk. A response will be sent back within 1 month from the date of request, but Community First Yorkshire does reserve

the right to extend this notice to 2 month if the request is complex. More information is available in Community First Yorkshire's full [Privacy Policy](#).

Opt Out

Our newsletter and wider information about services and events available through Community First Yorkshire will be provided if the relevant box is ticked to receive this information. If at any time you would like to stop receiving such information, you can go to 'Edit my profile' on the Directory, and uncheck the box to unsubscribe from our newsletter and receiving further information. You can also choose to delete your account on the Directory.

Please keep contact details up to date, using the 'Edit my details' feature on the Directory.

Data Security

We care about how your personal data is stored. We use secure software that is kept up to date. Only members of staff who need access are able to see personal data.

In the unlikely event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to an individual's personal data, Community First Yorkshire will assess the risk to the individual's rights and freedoms. If appropriate, the breach will be reported promptly to the [Information Commissioner's Office](#) (ICO), the UK data protection regulator. Please contact Tel. 01904 704177 or info@communityfirstyorkshire.org.uk with any concerns about the way we are handling personal data. We will take your concern seriously and do everything necessary to resolve whatever issue might have arisen. If you are not satisfied with our response, you can raise a concern with the ICO.

If a decision is made to delete any information from your account, or the account itself, please be assured that all personal data is destroyed to such an extent that the data is irrecoverable.

Last updated on 21/12/21