



# COMMUNITY FRIDGE SWANSEA

## Volunteer Privacy Notice

As part of the registration process, we will need to record some of your personal details as listed below. Goleudy is committed to being open about how it collects and uses your information and to meeting its data protection obligations set out by the General Data Protection Regulations 2018.

This notice outlines the type of information being collected, how it is being processed / stored and your rights.

### Our contact details

**Name:** Goleudy

**Address:** The Customs House, Cambrian Place, The Marina, Swansea, SA1 1RG

**Phone Number:** 01792 646071

**E-mail:** [communityfridge@goleudy.org](mailto:communityfridge@goleudy.org)

**Website:** <https://goleudy.org>

**Date notice completed:** 2<sup>nd</sup> February 2021

### The type of personal information we collect

The sort of information we hold includes the following:

- Personal contact details such as name, title, addresses, telephone numbers and personal email addresses.
- Recruitment information, including ID (copy of driving licence / passport), copies of right to work documentation, your application form, references and other information included in a CV or cover letter or as part of the application process.

## How we get the personal information and why we have it

- Goleudy has a legitimate interest to keep and process information about you for normal voluntary work purposes.
- The personal information we process is provided to us directly by you during the application process.
- The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are volunteering for us, at the time when your position ends and after you have left.
- Your information will not be shared with any other organisations or individuals outside of Goleudy.
- Where necessary, we may keep information relating to your physical or mental health, or disability status. This information will be used to comply with our health and safety obligations – to consider how your health affects your ability to do your role and whether any adjustments to your role might be appropriate.
- In the case of information about criminal conviction and actual and alleged offences, this will only be collected where appropriate to do so given the nature of your role.
- Please rest assured that any information of a personal nature will be treated with the utmost sensitivity including in relation to illness, disability or family situations.
- Personal data relating to the interview of applicants who were not offered a volunteer position will be retained for 12 months from the communication of the outcome of the recruitment exercise to the applicant. We retain personal information following recruitment exercises to demonstrate, if required, that applicants have not been discriminated against on prohibited grounds and that the recruitment exercises are conducted in a fair and transparent way.
- Personal data relating to successful applicants will be retained for 7 years. Unless we are required by law to retain the personal data for a longer period.
- We will then dispose of your information by permanently deleting electronic records and cross-shredding paper files.

## How we store your personal information

Your information is securely stored at the Goleudy Head Office: The Customs House, Cambrian Place, The Marina, Swansea, SA1 1RG.

The information we collect is stored electronically and within paper files. The information will only be accessed by Goleudy staff on a need to access basis, for example, for administration purposes.

It is important that the personal information that we hold about you is accurate and up-to-date. Please let us know if your personal information changes, for example, you move to a new house.

## Your data protection rights

Under data protection law, you have several rights in relation to the personal information we hold. Not all the rights apply in all the circumstances.

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at if you wish to make a request by emailing:

[communityfridge@goleudy.org](mailto:communityfridge@goleudy.org)

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us by emailing [communityfridge@goleudy.org](mailto:communityfridge@goleudy.org)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: [www.ico.org.uk](http://www.ico.org.uk)

**E:** [communityfridge@goleudy.org](mailto:communityfridge@goleudy.org)

**W:** [www.goleudy.org](http://www.goleudy.org)

**Registered Charity No:** 504094

**Located at** the Connect Centre, The  
Customs House, Cambrian Place, The  
Marina, Swansea, SA1 1RG



@FridgeSwansea



@Swansea Community Fridge



@Swansea\_Community\_Fridge

