

Volunteer Recruitment privacy notice

As part of any recruitment process, Aberlour collects and processes personal data relating to volunteer applicants. Aberlour is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does Aberlour collect?

Aberlour collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number;
- Details of your experience and employment history;
- Information about your entitlement to volunteer in the UK; and
- Equal opportunities monitoring information, including information about your ethnic origin, gender, sexual orientation and date of birth.

Aberlour collects this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

Aberlour will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks.

Data will be stored in a range of different places, including on your volunteer file, Raiser's Edge and on other IT systems (including email).

Why does Aberlour process personal data?

Aberlour needs to process data to take steps at your request prior to becoming a volunteer.

Aberlour has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from volunteer applicants allows Aberlour to manage the recruitment process, assess and confirm a volunteer's suitability for the role. Aberlour may also need to process data from volunteer applicants to respond to and defend against legal claims.

Aberlour processes health information if it needs to make reasonable adjustments to the recruitment process for volunteer applicants who have a disability.

Where Aberlour processes other special categories of data, such as information about ethnic origin, sexual orientation, health or date of birth, this is for equal opportunities monitoring purposes.

Aberlour is obliged to seek information about criminal convictions and offences. Where Aberlour seeks this information, it does so because it is necessary to carry out its obligations and exercise specific rights in relation to safeguarding.

If your application is unsuccessful, Aberlour will keep your personal data on file for 12 months in case there are future volunteer opportunities for which you may wish to apply. Please contact the Volunteering department on volunteering@aberlour.org.uk if you would prefer to have your application details deleted sooner.

Who has access to data?

Your information will be shared internally, including with members of the volunteering and HR teams, your supervisor, managers in the service area in which you work and IT staff if access to the data is necessary for performance of their roles.

Aberlour shares your data with third parties in order to obtain references and obtain necessary criminal records checks from Disclosure Scotland.

Aberlour will not transfer your data to countries outside the European Economic Area.

How does Aberlour protect data?

Aberlour 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 staff in the proper performance of their duties.

For how long does Aberlour keep data?

If your volunteer application is unsuccessful, Aberlour will hold your electronic application on file for 12 months after the end of the relevant recruitment process, other data and copies of personal information will be deleted 6 months after the end of the relevant recruitment process. At the end of these periods your data is deleted or destroyed.

If your volunteer application is successful, personal data gathered during the recruitment process will be transferred to your volunteer file and retained during your volunteering. The periods for which your data will be held will be provided to you in a new privacy notice.

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 Aberlour to change incorrect or incomplete data;
- Require Aberlour 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 Aberlour is relying on its legitimate interests as the legal ground for processing; and
- Ask Aberlour to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override Aberlour's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Jennifer Reston, Volunteering Manager by email jennifer.reston@aberlour.org.uk You can make a subject access request by completing Aberlour's form for making a subject access request.

If you believe that Aberlour 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 obligation to provide data to Aberlour during the recruitment process. However, if you do not provide the information, Aberlour may not be able to process your application properly or at all.

Automated decision-making

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