

Flicka Foundation Horse and Donkey Sanctuary

Privacy Notice for Volunteers including Trustees: how we collect and use your information

1. Introduction

This Privacy Notice applies to voluntary unpaid workers at the Flicka Foundation, including students on work experience or undertaking the Duke of Edinburgh award. It also relates to volunteers who are trustees of the charity.

This document gives you information about:

- The types of information that we collect about you
- How we collect and use it
- Who we might share it with
- The steps we'll take to make sure it stays private and secure
- Your rights to your information

We have produced this statement in the context of the General Data Protection Regulation (GDPR) which comes into effect on 25 May 2018 and applies to all organisations, including us.

2. Who we are

When we say “we”, we mean Flicka Foundation Horse and Donkey Sanctuary. We are the “data controller” for the information referred to in this statement. This means we are responsible for deciding how we can use your information within the context of the GDPR.

3. The information we collect

We collect information about you in the following ways:

- Directly from you (eg when you apply to be a volunteer)
- From another person on your behalf (eg if a parent, carer or support worker fills out the application form for you)

We will only collect your information in line with relevant regulations and law. We will only collect the information that we need in relation to the operation of the Flicka Foundation.

You are responsible for ensuring that the information that you give us is accurate and up to date.

4. How we will use your information

We will use the information that you provide in the way indicated below, using the legal basis listed:

- Volunteers, work experience students, Duke of Edinburgh students: We will use your information to contact you relating to your volunteering or work experience at Flicka. We will do this where you have agreed to it (that is, using the lawful basis of “consent” under GDPR 2018). If you are under 16, we will require the consent of your parent or guardian.
- Trustees: We will use your information to contact you in relation to your role as a trustee (for example, to send you documents and papers for trustee meetings, to seek your opinion

on relevant issues and to inform you about the activities of the charity etc). We will also use your information to fulfil our legal obligations (eg to the Charity Commissioners). We will use your information where you have agreed to it (that is, using the lawful basis of “consent” under GDPR 2018).

5. Who we will share your information with

We never share any personal information about our volunteers, students or trustees with any other charity or commercial operation.

The only time that we will share your information is in the following very limited circumstances:

- Volunteers, work experience, DoE students etc: We will share information in relation to your performance and/or completion of the period of work/volunteering with your educational institution or employer, as agreed by all parties at the beginning of the period of volunteering.
- Trustees: We will share your information where we are legally required to do so, for example, with the Charity Commissioners.

6. How long we will keep your information

We will keep your information as long as you are volunteering with us. Once that volunteering has finished, we will retain your information for up to seven years. In all cases, you have a right to ask for your information to be erased or amended – please see section 8 below.

7. Security

We ensure that your information is held securely, whether in digital or paper form. Access to any personal information which we hold is restricting to a small number of employees and trustees who have a legitimate business reason for accessing and processing the information. We use both physical and electronic means of security (locks, passwords etc) to ensure that the places where we collect, store, access and process the information are secure. We do not transfer or store any personal information outside the European Economic Area (which is where the GDPR applies).

8. Your rights

You have the following rights relating to your information:

- The right to see what information we hold about you
- The right to ask us to update incorrect or incomplete details
- The right to ask us to share your information with someone else
- The right to ask us to delete your information
- The right to restrict or object to our use of your information
- The right to make a complaint.

In each case, we will respond to your request within a month. To exercise any of these rights, please write to Flicka at Penty Noweth Farm, Trenoweth Lane, Mabe Burnthouse, Penryn, Cornwall, TR10 9JB, email to info@flickafoundation.org.uk or phone 01326 373601.