

# Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us. We collect personal data to help us to work with volunteers and make sure they have the information they need to do their jobs safely and effectively.

Date of Issue: 29 March 2018

Update History:

Version 1	First issue of a new Privacy Notice

Directorate: Public Protection and Culture  
Service: Library Service  
Team: Volunteers

## About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council  
Market Street  
Newbury  
Berkshire  
RG14 5LD

ICO Registration Number: **Z6825178**  
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

## The Data Protection Officer

The Data Protection Officer for West Berkshire Council is:

**James Gore AMBCS BA**

Contact details can be found here: <http://info.westberks.gov.uk/dpofficer>

## **What data will we collect about you?**

We collect:

- Name
- Address
- Date of Birth
- Telephone number
- Contact details for a personal reference
- Information about any medical conditions or disabilities that could affect you volunteering
- Any criminal convictions or cautions which are not protected from disclosure
- Emergency contact details

Depending on the role we may need to collect:

- Information to allow a check with the Disclosure Barring Service (DBS)
- A copy of your driving license

## **What will we use your data for?**

We use your contact details in order to keep in touch about things that might affect your volunteering, such as your application initially. We need your date of birth as some volunteering positions are age-restricted.

To help make sure you can volunteer safely and we can make any adjustments you might need, any medical conditions or disabilities need to be declared beforehand. We need to check for criminal convictions and sometimes arrange a DBS check as volunteers will work with the general public, including young and vulnerable people.

The things expected from volunteers, and from West Berkshire Council in employing them, is explained more in the Volunteer Agreement, that you can view online at

<http://info.westberks.gov.uk/CHttpHandler.ashx?id=45507&p=0>

## **Who will see your data?**

Your data will only be seen by WBC library employee, but your phone number and email address to be shared with the stated libraries volunteer organiser to be able to communicate with you.

## **Why are we doing this?**

When you are employed as a volunteer by West Berkshire Council's Libraries Service, you enter into a contract of employment which forms the basis of our processing of your data.

West Berkshire Council also process your data in its capacity as a Public Authority in order to run a library service in the public interest, for the benefit of residents and visitors.

## **How long will your data will be kept?**

Your data will not be kept any longer than necessary. We will only keep your data for the duration of time you volunteer, after which it will be destroyed securely.

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## **How is your data stored and processed?**

Your data will be held on the Council's computer systems and will be protected using up-to-date technical and organisational security measures.

## **Transfer overseas**

Your data will not be stored or sent outside of the UK.

## **Your rights**

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form ([www.westberks.gov.uk/dprequest](http://www.westberks.gov.uk/dprequest)) that also allows you to make a request for us to take action about something.

## **Complaints**

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/>), but you can also do so in writing to:

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

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