



Privacy Notice for Volunteers to Carmel College

Data Protection Officer:

Michelle Williams, Vice Principal
Carmel College
Prescot Road
St Helens,
WA10 3AG

HR Data Owner and Deputy Data Protection Officer:

Lyndsay Bagley, HR/Payroll Manager

As part of HR processing, Carmel College collects and processes personal data relating to volunteers.

Carmel College is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulation.

What information does Carmel College collect?

We collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- whether or not you have a disability for which the college needs to make reasonable adjustments during the recruitment process
- information about your entitlement to work in the UK
- identification to be able to complete a DBS application
- equality & diversity monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief

How do we collect your information?

Carmel College collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through an interview process.

Carmel College will also collect personal data about you from third parties, such as references supplied by former employers, other education providers, information from employment background check providers and information from criminal records checks.

Carmel College will seek information from third parties only when a volunteer activity has been made and will inform you that it is doing so.

How do we store your personal information?

Data will be stored in a range of different places, including in HR management systems and on other IT systems (including email).

Why does Carmel College process your personal data?

We need to process data to take steps at your request prior to approval of volunteering at the college.

In some cases, we need to process data to ensure that we comply with legal obligations.

Carmel College has a legitimate interest in processing personal data relating to volunteering and for keeping records of the process.

Processing data from applications to volunteer allows us:

- to manage the process, assess and confirm your suitability to volunteer
- Carmel College may also need to process data from volunteers to respond to and defend against legal claims.

Where the College relies on legitimate interests as a reason for processing data, we have considered whether those interests are overridden by the rights and freedoms of volunteers and concluded that they are not.

We process health information if we need to make reasonable adjustments to college process for volunteers who have a disability. This is to carry out our obligations and exercise specific rights in relation to health and safety.

We are obliged to seek information about criminal convictions and offences. Where we seek this information because it is necessary for us to carry out our obligations and exercise specific rights in relation to volunteering.

We will not use your data for any purpose other than volunteering.

Who has access to your data?

Your information will be shared internally for volunteering. This includes members of the HR and managers in the business area you will be working and IT staff if access to the data is necessary for the performance of your role.

We will not share your data with third parties

We will not transfer your data outside the European Economic Area.

How do we protect your data?

We take the security of your data seriously. We have 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 employees in the proper performance of their duties.

Personal details are accessed by HR only, all other data is anonymised.

For how long does Carmel College keep your data?

If your application volunteer is successful, personal data gathered during the process will be held for the period you are at the college plus six months.

Your rights over your personal information

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request
- require the college to change incorrect or incomplete data
- require the college 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 the college is relying on its legitimate interests as the legal ground for processing
- ask the college to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override our legitimate grounds for processing the data

- the right to make a complaint to the Information Commissioner’s Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO’s website for further information about this (<https://ico.org.uk/>)

If you would like to exercise any of these rights, please contact HR Department at hr@carmel.ac.uk or call 01744 452312. You can make a subject access request by making a formal request to the Data Protection Officer, Michelle Williams.

What if you do not provide your personal data?

You are under no statutory or contractual obligation to provide data to the college during the volunteer process. However, if you do not provide the information, Carmel College may not be able to approve you as a volunteer.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

Volunteer processes are not based solely on automated decision-making.

Changes to our Privacy Policy

We keep our privacy policy under regular review. Any changes we make to our privacy policy in the future will be published on the website. This document was last updated in July 2024.