

**Blackwood Homes and Care**  
**Fair Processing Notice – Volunteers**  
**(How we use your personal information)**

This information sheet explains what information we collect, when we collect it and how we use this. During the course of your volunteering we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

Blackwood Homes and Care (“we” or “us”) is committed to a policy of protecting the rights of individuals with respect to the processing of their personal data and adhere to guidelines published in the [Data Protection Act of 1998] and the General Data Protection Regulation (EU) 2016/679, together with any domestic data protection laws which may come into force. We collect and use personal data for a variety of reasons.

Blackwood is registered as a Data Controller with the Office of the Information Commissioner (registration number Z5644613). This means that we are responsible for ensuring that any personal data that you provide to us is protected.

Our Data Protection Officer is Head of Business Services, who can be contacted at 0131 317 7227. Any questions relating to this information sheet and our privacy practices should be sent to the Head of Business Services at [info@blackwoodgroup.org.uk](mailto:info@blackwoodgroup.org.uk).

**How we collect information from you and what information we collect**

We collect the following information either directly from you or from third parties, or either at application stage or when you join the organisation:

- Name;
- Date of Birth;
- Address;
- Telephone number and e-mail address;
- Personal characteristics such as gender and ethnic group;
- Skills you can bring to volunteering such as qualifications;
- Support needs in order to engage in volunteering;
- Emergency contact details;
- Disclosure information including Rehabilitation of Offenders and Protecting Vulnerable Groups Membership Scheme (PVG).

## Why we need this information about you and how it will be used

We collect and use the above information and personal data to:

- ensure you're engaged in the right volunteering role;
- co-ordinate your ongoing participation;
- communicate with you about volunteering at Blackwood.

## Sharing of Your Information

We may disclose and share information about you with third parties for the purposes set out in this notice, or for purposes approved by you.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

## Transfers outside the UK and Europe

Your information will only be stored within the UK and Europe. Where information is transferred outside the UK or Europe, we will ensure that there are adequate safeguards in place to protect your information in accordance with this notice.

## Security

When you give us information, we take steps to make sure that your personal information is kept secure and safe. This is through controlled access, password protection and ensuring personal data is minimised. For further information, please see the Data Protection Policy.

## How long we will keep your information

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

Data Type	Retention Period & Reference
Personal Details Forms, Informal Discussion Records for active volunteers.	Whilst volunteering and 1 Year after volunteering has ended
Personal Details and Informal Discussion records from unplaced volunteers.	6 months

Data Type	Retention Period & Reference
Disclosure documentation (e.g. PVG, DBS)	Whilst volunteering.

Our full retention schedule is available in our Data Protection Policy, available on the Blackwood website (<http://blackwoodgroup.org.uk/blackwood-policies>).

## Your Rights

You have the right at any time to:

- Ask for a copy of the information about you held by us in our records; and
- Require us to correct any inaccuracies in your information.

If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold or wish to exercise any of your above rights, please contact: [info@blackwoodgroup.org.uk](mailto:info@blackwoodgroup.org.uk).

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are noted below:

The Information Commissioner's Office – Scotland  
 45 Melville Street, Edinburgh, EH3 7HL  
 Telephone: 0131 244 9001  
 Email: [Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)

The accuracy of your information is important to us – please help us keep our records updated by informing us of any changes to your personal and contact details.