

Sutton Mental Health Foundation Privacy Notice

This sheet describes what information we hold about our volunteers, why we hold it, how we hold it and how long we will hold it for. It also explains how you can find out what information we hold about you and who to tell if you wish us to stop holding it.

Our contact details

Sutton Mental Health Foundation

📍 63 Downs Road, Belmont, Sutton, Surrey SM2 5NR

☎ 020 8770 0172

✉ admin@smhf.org.uk

🌐 smhf.org.uk

The type of personal information we collect

The following are examples of the data SMHF holds for volunteers. It is a non-exhaustive list and may vary from volunteer to volunteer:

- Personnel Records (Application Form, References)
- Attendance and Leave records
- Eligibility to volunteer information, and other information required by legislation
- Performance and conduct records (e.g. supervision, training, etc).

The following sensitive personal data is also held:

- Volunteer monitoring information (e.g. Ethnic origin, gender, age, disability, mental health)
- Health information e.g. sickness records, Occupational Health information
- DBS checks

Purposes of Holding Data on Personnel Files

SMHF holds information for the following purposes (but not limited to)

(i) maintaining the volunteer placement

(ii) recruitment, training and/or skill development

(iii) for contacting emergency contacts in the event of a critical illness, illness or injury whilst volunteering

(iv) compliance with statutory requests from the Inland Revenue, the Department for Work and Pensions, and other relevant public authorities/ agencies

(v) disciplinary purposes arising from a volunteer's conduct or capability to perform role requirements

(vi) for health and safety, occupational health and sickness monitoring purposes.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons: so that we can provide you with a volunteer placement and training.

We may information in an anonymised form with our commissioners (eg. London Borough of Sutton and South West London ICB), for monitoring how our services are used and how effective they are, and for passing on your concerns or praise about other commissioned services you use.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Ovie Oboh at admin@smhf.org.uk, or write to the address above

(b) We have a contractual obligation.

(c) We have a legal obligation (eg. health and safety or safeguarding).

How we store your personal information

Your information is securely stored on Charity Log, Bright HR and in locked filing cabinets where paper copies are needed. Once information is put on Charity Log/Bright HR, paper copies will be securely destroyed.

Photos and videos will only be used with appropriate consent, which will last for 5 years. Images will be stored securely on the cloud, using one drive or a similar programme. After 5 years they will be deleted.

Other information will be retained in line with government guidance, eg:

- **Application and Recruitment Records:** 6-12 months.
- **All Personnel Files and Training Records, including sickness and absence:** 6 years from the end of employment.
- **Working Time:** 2 years.
- **Accident Records:** Minimum of 3 years since the last entry, or if it involves a child until they reach 21.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at admin@smhf.org.uk, or write to the address above if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at admin@smhf.org.uk, or write to the address above.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113
ICO website: <https://www.ico.org.uk>