



Volunteer Database

We take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Administrator: Adults, Health & Communities Team.
areaworkingarrangements@wakefield.gov.uk

c) The Council's Data Protection Officer is the City Solicitor: Contact details:

Telephone: 01924 305211

Email: dpo@wakefield.gov.uk

2. How we use your data:

The Communities Team has obtained your personal data from SurveyMonkey.com to provide their service:

Name, Email address, Preferences of Volunteer sector, GDPR confirmation.

We use this information to enable us (Wakefield MDC) to provide your information to the following teams,- (for the purposes of volunteering);-

Youth Work Team

Youth Offending Team

Countryside Team

Sports & Active Leisure Team

Museums & Castles Team

Health Improvement/Prevention Team

Communities Team

Libraries Team

School Governance Team

Adult Education Service

To enable us to provide our service to you we will share your information with
Youth Work Team
Youth Offending Team
Countryside Team
Sports & Active Leisure Team
Museums & Castles Team
Health Improvement/Prevention Team
Communities Team
Libraries Team
School Governance Team
Adult Education Service

Should you decide not to provide any of the information we request from you we will be unable to add you to the database and therefore unable to process your volunteering request.

3. What authority does the Council have to collect and use this information?

Article 6 in the General Data Protection Regulation outlines when it is lawful to process personal data, and the following conditions apply in these circumstances:

- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract, and
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

4. How long will we keep your data?

We will keep your personal information collected for the purpose(s) detailed in section 2 for a period of 6 (six) months after which time it will be deleted from our systems. The reason for keeping information for this period of time is to allow for information to be passed onto services and to collate any further information that maybe requested.

5. Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Erasure

In certain circumstances, you may have the right to request your personal data is erased.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Portability

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Automated Decision Making

Part of our process includes automated decision making. You have a right to not be subject to a decision based solely on automated processing.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.