

## Further Privacy Information for Julian House Volunteers (including Trustees/Directors)

To act as a volunteer at Julian House we will need to collect, share, and store personal information relating to you.

### What information do we hold about you?

The information we hold about you would normally include the following:

- Basic personal information: full name, date of birth, nationality
- Contact details: postal address, email address, telephone number
- Next of kin/emergency contact details
- Details of your qualifications, skills, references
- The results of a DBS check and documentation for DBS check e.g. bank statements, passport, HMRC documents etc
- CCTV images (from our accommodation and offices)
- Photographs, videos and audio recordings (only with your consent)

### Where does the information come from?

You may provide the information to us. We may also obtain details from other relevant organisations such as employer references or DBS checks.

### What information do we record?

Whilst you are a volunteer at Julian House we will record information relevant to your role. Examples of the records we hold are shown below:

- Supervision notes

### Where do we store your information?

We store your data electronically wherever possible on cloud-based servers, either in a volunteer database system or in an electronic filing system. Any data obtained in paper format is scanned onto our electronic database and the paper copy is destroyed.

### How do we use your information?

We use your data for several purposes, mainly:

- To help you to be your best for both you and the Julian House by providing support if you need it
- To meet our legal obligations for example by performing DBS checks
- To assess your suitability for the volunteering role
- For equal opportunities monitoring.

## What lawful basis do we use to process your data?

We may ask you to sign a volunteer agreement with us. If so, we will process your data to fulfil our contractual obligation with you.

We have a legitimate interest to use your data to enable you to work as a volunteer for us.

There may be an instance when we process your data to protect your life or someone else's. We will only use this basis of processing in an emergency.

## Who can view your data?

Your information will be shared within the organisation with the fewest number of people as possible. This would normally include members of the HR team and your Volunteer Manager.

## When do we disclose your information to a third party?

We may need to disclose your information to a third party if this is necessary to provide you with support, for example to the Police, health, and emergency services.

We will discuss this with you as we go along and will only act if you have given consent or if we are acting under another basis of processing. If we are using consent, we will review this regularly. You have the right to withdraw your consent. If you wish to withdraw your consent, please contact us.

We will only share your information on a strictly "need to know" basis.

As a trustee or director of Julian House you have responsibilities for the organisation. As such your information will need to be shared with a number of parties including Companies House, the Charity Commission, Homes England, our auditors, our bankers and our investment managers.

## Your Rights

Please see our main Privacy Statement for further information and your rights regarding your data. This can be found on the Julian House website.