



## Volunteers' Privacy Notice

Active Prospects values the support of our Volunteers and we are committed to protecting and respecting your privacy.

The Volunteer Application Form captures personal information such as name, contact details, gender, qualifications and work history. We use this information to select volunteers; match volunteers to opportunities; and to apply for DBS and reference checks to safeguard the people we support. Information is stored securely and only used for the purposes it was collected.

Please view our full Privacy Policy <http://activeprospects.org.uk/wp-content/uploads/2018/05/GDPR-Privacy-Policy.pdf>. The Policy explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others, how we keep it secure and when we will dispose of it.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection please contact us via [info@activeprospects.org.uk](mailto:info@activeprospects.org.uk).

The data controller is Director of Finance & Resources, 01737 924235, 1 Castlefield Court, Church Street, Reigate, RH2 0AH.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>