



From mountain to sea

Privacy Notice - Volunteering

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- Making a decision about your enrolment as a volunteer
- Ensuring that the information held on a volunteer is current

Your information is:

Being collected by Aberdeenshire Council

The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Performance of a Contract	x	Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, and social security and social protection law	x

- Making a decision about your enrolment as a volunteer
- Paying travel and claims associated with volunteering
- Administering the volunteer plan we have entered into with you
- Assessing qualifications for a particular role
- Making decisions about your continuing volunteering
- Training and Development requirements where applicable
- To create accounts and provide you with Council ICT services, as required for your role
- To review your use of ICT equipment for purposes such as preventing and detecting criminal acts, investigating unauthorised use, and ensuring compliance with ICT policies

Personal Data		Special categories of personal data	
Legal Obligations	x	Where the processing of an individual's personal data is for the purpose of meeting a legal obligation of the data controller in the field of employment, social security and social protection law	x

- Checking you are legally eligible to work in the UK.
- Ensuring that individuals can volunteer in roles, as identified by the relevant legislation i.e. Protection of Vulnerable Groups (Scotland) and the Police Act 1997
- Identifying whether you have lived or worked abroad and establishing whether a criminal check would be required from that country.



From mountain to sea

- Comply with The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 in relation to Equalities monitoring Complying with the Management of Health & Safety at Work Regulations 1999, notify the Health and Safety Executive of any reportable injuries, Occupational Diseases, and Dangerous Occurrences in which the individual may be involved – RIDDOR 2013
- Prevent fraud.

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

If information is not supplied it would not be possible to confirm a volunteering opportunity due to Aberdeenshire Council requiring:

- Demonstration eligibility to work in the UK
- Ensure the individual is not barred from regulated work
- Ensure correct level of Overseas Criminal Record Check. (If Required)
- Pay expenses claims, support insurance claims
- Manage the volunteer agreement to ensure standards are met as set out in the volunteer plan
- Record training undertaken
- Record accidents as required by HSE
- Ensure Confidentially Agreement is complied with

Your information will be shared with the following recipients or categories of recipient:

Where we are under a legal obligation to do so; for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order.

- Home Office
- Disclosure Scotland
- Scottish Government
- HSE.
- SSSC
- Aberdeenshire Councils Insurers
- EDFOE – Duke of Edinburgh Scotland
- DVLA
- Aberdeenshire's Occupational Health provider



From mountain to sea

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

Not applicable

The retention period for the data is:

In line with the Aberdeenshire Council HR & OD Service data retention scheme found [here](#).

The following automated decision-making, including profiling, will be undertaken:

Not applicable.

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.