



## **Privacy Notice – Airedale Hospital/Friends of Airedale Volunteers**

Hospital volunteers are registered to volunteer at Airedale hospital by going through the recruitment process facilitated by the voluntary services department. Once registered, volunteers also become members of Friends of Airedale Hospital charity.

During the course of its volunteer recruitment, and placement activities, Airedale NHS Foundation Trust (ANHST) collects stores and processes personal information about prospective, current and former volunteers

We recognise the need to treat volunteer personal and sensitive data in a fair and lawful manner. No personal information held by us will be processed unless the requirements for fair and lawful processing can be met.

### **What types of personal data do we handle?**

In order to carry out our activities and obligations as an employer we handle data in relation to:

- Personal demographics (including gender, race, ethnicity, sexual orientation, religion)
- Contact details such as names, addresses, telephone numbers and Emergency contact(s)
- Employment records (including references and proof of eligibility to work in the UK and security checks)
- Bank details
- Medical information including physical health or mental condition (occupational health information)
- Information relating to health and safety
- Offences (including alleged offences), criminal proceedings, outcomes and sentences
- Complaints, accidents, and incident details

Our staff are trained to handle your information correctly and protect your confidentiality and privacy.

We aim to maintain high standards and adopt best practice for our record keeping. Your information is never collected or sold for direct marketing purposes. Your information is not processed overseas.

### **What is the purpose of processing data?**

- Volunteer administration and management (including processing expenses)
- Placement management and planning
- Accounting and Auditing
- Crime prevention and prosecution of offenders
- Training and development
- Health administration and services
- Volunteer database administration

We have a legal basis to process this as part of our recruitment processes following data protection and employment legislation.

### **Sharing your information**

There are a number of reasons why we share information.

ANHST works closely with the Friends of Airedale Hospital Charity and AGH Solutions. On occasions we may share your contact details with these organisations to enable them to contact you to arrange,



change or agree rota shifts (for roles such as shops/ shop trolley etc.), for them to pay your volunteer expenses, deal with complaints, send you volunteer newsletters or birthday cards etc.

This can also be due to:

- Our obligations to comply with legislation
- Our duty to comply any Court Orders which may be imposed

Any disclosures of personal data are always made on case-by-case basis, using the minimum personal data necessary for the specific purpose and circumstances and with the appropriate security controls in place. Information is only shared with those agencies and bodies who have a "need to know" or where you have consented to the disclosure of your personal data to such persons.

### **Use of Third Party Companies**

To enable effective volunteer administration ANHST may share your information with external companies to process your data on our behalf in order to comply with our obligations as an employer.

We may also use platforms such as Facebook and Twitter to promote and share the work done by volunteers.

### **Prevention and Detection of Crime and Fraud**

We may use the information we hold about you to detect and prevent crime or fraud. We may also share this information with other bodies that inspect and manage public funds.

We will not routinely disclose any information about you without your express permission. However, there are circumstances where we must or can share information about you owing to a legal/statutory obligation.

### **Closed Circuit Television Recording (CCTV)**

Airedale NHS Foundation Trust operates a number of CCTV cameras which are routinely monitored for the following purposes:

- To facilitate crime prevention, detection and the apprehension and prosecution of offenders.
- The use of CCTV for the monitoring and collection of visual images for the purpose of maintaining the security of premises, for preventing crime and for investigating crime.
- To support the investigation of serious occurrences relating to the health, safety and welfare of patients, public or employees.

Any requests for CCTV footage will be forwarded to the correct department for consideration.

### **Individuals Rights**

Data Protection laws gives individuals rights in respect of the personal information that we hold about you. These are:

1. To be informed why, where and how we use your information.
2. To ask for access to your information.
3. To ask for your information to be corrected if it is inaccurate or incomplete.
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it.



5. To ask us to restrict the use of your information.
6. To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making)

A copy of this privacy notice can also be found on our websites [www.airedale-trust.nhs.uk](http://www.airedale-trust.nhs.uk) or [www.friendsofairedale.co.uk](http://www.friendsofairedale.co.uk) . Should you have any further queries on the uses of your information, please speak to the Human Resources Department or our Data Protection Officer - Tel: 01535 294832

Should you wish to lodge a complaint about the use of your information, please contact our Human Resources Department or Voluntary Services Department – Tel: 01535 295316

If you are still unhappy with the outcome of your enquiry you can write to: The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF - Telephone: 01625 545700.