



Privacy Notice: Friends of Airedale Volunteers

Last Updated: January 2026

1. Introduction

The Friends of Airedale Hospital charity is committed to protecting the privacy and security of your personal data. This notice describes how we collect and use personal information about you during and after your volunteering relationship with us, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (as amended by the Data (Use and Access) Act 2025).

2. Data We Handle

We process "Personal Data" and "Special Category Data" (sensitive information) to fulfill our obligations. This includes:

- **Demographics:** Name, address, gender, race, ethnicity, sexual orientation, and religion.
- **Contact Info:** Phone numbers and emergency contact details.
- **Volunteer Records:** References, proof of eligibility to work in the UK, and security/DBS checks.
- **Financials:** Bank details for expense processing.
- **Health Data:** Occupational health info, physical/mental health conditions, and health and safety records.
- **Legal/Conduct:** Criminal proceedings, sentences, and incident or accident details.

3. Why We Process Your Data

We use your information for the following purposes:

- **Administration:** Managing recruitment, placement planning, and volunteer databases.
- **Payments:** Processing volunteer expenses.
- **Safety & Security:** Operating CCTV for crime prevention and investigating serious health and safety occurrences.
- **Legal & Audit:** Meeting accounting, auditing, and statutory obligations.

4. Lawful Basis for Processing

Our legal grounds for processing your data include:

- **Public Task/Legal Obligation:** To comply with employment and data protection legislation.
- **Legitimate Interests:** For the effective management of the volunteer service and "Recognised Legitimate Interests" under the 2025 Act for crime prevention and safeguarding.
- **Consent:** Where you have provided express permission, such as for newsletters or promotional social media.

5. Sharing Your Information

We share data only when necessary, using the minimum required and with strict security controls.

- **Partners:** We work closely with the Airedale NHS Foundation Trust to manage rotas, expenses, and volunteer communications.
- **Third Parties:** External companies may process data on our behalf (e.g., IT platforms).
- **Authorities:** We may share data with bodies managing public funds or law enforcement to prevent fraud and crime.

6. Your Rights

Under the UK GDPR and the Data (Use and Access) Act 2025, you have the following rights:

1. **Right to be Informed:** Knowing how and why your data is used.
2. **Right of Access:** Requesting copies of your data (subject to "reasonable and proportionate" search standards).
3. **Right to Rectification:** Correcting inaccurate or incomplete info.
4. **Right to Erasure:** Asking for data to be deleted when no longer needed.
5. **Right to Restriction & Objection:** Limiting or stopping certain processing.
6. **Right to Data Portability:** Moving your data between IT systems.
7. **Automated Decision-Making:** Challenging decisions made without human intervention.

7. Complaints & Contact

If you have queries, please contact our **Data Protection Officer** at **01535 294606**.

To lodge a formal complaint:

1. **Internal:** Contact our Data Protection Officer or Voluntary Services at **01535 295316**. We will acknowledge your complaint within 30 days.
2. **External:** If unsatisfied, contact the **Information Commission** (formerly ICO), Wycliffe House, Water Lane, Wilmslow, SK9 5AF. Tel: **01625 545700**.

