MIDDLESBROUGH ENVIRONMENT CITY LTD TRUST
VOLUNTEER APPLICANT PRIVACY STATEMENT

1.Introduction

As part of our volunteer joining process, Middlesbrough Environment City (MEC) collects and processes personal data relating to individuals who apply for volunteer opportunities. MEC is committed to being transparent about how we collect, use and protect your personal data in line with the UK General Data Protection Regulation (UK GDPR) and all other data protection legislation currently in force.

MEC acts as the data controller, which means we determine the purpose for which your personal data is processed and the ways in which that processing is carried out. Once your information is collected, we are responsible for ensuring it is kept secure, stored appropriately, accessed only by authorised individuals and retained or destroyed in accordance with our legal obligations and internal policies.

"Personal data" is any information that relates to an identified or identifiable individual and includes details such as name, address, email address, telephone number and where relevant, health information.

MEC is not required to appoint a statutory Data Protection Officer under Article 37 UK GDPR. Instead, MEC has appointed a Data Protection Lead as the main point of contact for data protection matters. Contact details are provided in Section 10.

2.What personal data do we collect from you?

We may collect and process the following categories of personal data as part of the volunteer joining process:

- Identity and contact details - name, title, address, telephone number, email address, date of birth
- Volunteer suitability information - skills, experience, qualifications, training history, references
- Right to volunteer documentation – passport, visa or immigration status (where applicable)
- Driving licence information – where relevant to the volunteer role
- Special category data – disability or health information (for reasonable adjustments), equal opportunities data (if collected)
- Criminal convictions data – self disclosure and DBS checks (only required for the role)
- Emergency contact details – for health and safety purposes
- Bank details - only where expenses are reimbursed

Some of the information we collect is required for us to assess your suitability for a volunteer role or to meet our legal obligations. Where information is optional, this will be clearly indicated during the joining process.

3.How do we collect your personal data?

MEC will collect personal data in a number of ways during the volunteer joining process. This may include information collected:

- Directly from you – through volunteer expressions of interest form, application form, emails, conversations, meetings and identity documents such as passports or driving licence (where required)
- From third parties – including references provided by individuals you have named as referees
- From the Disclosing and Barring Service (DBS) – where a DBS check is required for the volunteer role, obtained via a government-approved provider
- From partner organisations – only where you have been referred to MEC by another organisation or programme

Where we obtain information from third parties, we will inform you of this where legally required.

We do not use your personal data to make automated decisions that have a legal or similarly significant effect on you

4.Why do we process your personal data?

MEC must have a lawful basis to process your personal data. We process the information you provide as part of the volunteer joining process for the following reasons:

- To take steps prior to entering a volunteer agreement with you under Article 6(1)(b) of UK GDPR. This includes assessing your suitability, arranging meetings, and making decisions about placement into a volunteer role.
- To comply with our legal obligations under Article 6(1)(c), such as meeting safeguarding requirements and carrying out DBS checks where the role requires it.
- For MEC's legitimate interests under Article 6(1)(f), including managing the volunteer recruitment process, maintaining appropriate records, and ensuring we select suitable volunteers.

We may process special category data, such as information about disabilities or health conditions, so that we can make reasonable adjustments during the joining process. This is processed under:

- Article 9(2)(b) – employment and social protection law

- DPA 2018 Schedule 1, Part 1 – processing necessary for supporting volunteers and making reasonable adjustments

Where we collect equal opportunities information, this is processed under:

- Article 9(2)(g) – substantial public interest
- DPA 2018 Schedule 1, Part 2(8) – equality of opportunity or treatment

This information is used only for monitoring and reporting and does not affect volunteer selection.

Where a role requires a DBS check, we may process criminal convictions data. This is carried out in line with:

- Article 6 (1)(c) – legal obligation
- Article 10 UK GDPR
- DPA 2018, Schedule 1, part 1(1) – processing necessary for recruitment and safeguarding purposes
- DPA 2018, Schedule 1 Part 2(10) – safeguarding children and individuals at risk (where applicable)

Processing of special category data and criminal convictions data is carried out in accordance with MEC's Appropriate Policy Document, as required under the Data Protection Act 2018.

MEC will only use the data you have supplied for the volunteer joining and onboarding process and for no other purpose.

Some information is necessary for us to access your suitability or meet our legal obligations. If you choose not to provide information required for safeguarding, right-to-volunteer checks, or identity verification, we may be unable to progress your volunteer application.

5.Who has access to your data?

Your personal data will only be shared where necessary for the volunteer joining process. Within MEC, this may include:

- Staff involved in volunteer coordination
- Managers supervising volunteer roles
- The Head of Data and Operations (data Protection Lead)
- The CEO, where appropriate

If you are accepted as a volunteer, we may share relevant information with:

- Referees
- Government-approved DBS check providers
- Expense processing services (where applicable)

MEC may sometimes store or process personal data outside of the United Kingdom. Where this occurs, we ensure appropriate safeguards are in place, such as UK adequacy regulations or the International Data Transfer Agreement (IDTA), to ensure your information remains protected in line with UK GDPR requirements.

6.How do we keep your information safe?

MEC takes the security of your personal data seriously. We use a range of appropriate technical and organisational measures to prevent your information from being lost, misused, accessed without authorisation, altered or disclosed inappropriately.

Your data may be stored electronically on secure systems or in manual form within locked storage. Access is slightly limited to authorised staff involved in the volunteer joining and management process, including volunteer coordinators, relevant managers, the Head of data and Operations (data Protection Lead), and where appropriate the CEO.

Electronic information is stored on password-protected systems with access controls in place. Paper records are kept in locked cabinets within secure areas. We regularly review our security arrangements to ensure your data remains protected throughout the volunteer process and, if you are appointed, during your time as a volunteer.

Where data is processed by third-party providers (for example DBS checks or expense processing), MEC ensures that appropriate data protection safeguards are in place and that your information is handled securely and lawfully.

7.How long do we keep your data?

If you are not accepted as a volunteer, we will retain your personal details for 6 months after the volunteer joining process has ended. After this period, your information will be securely deleted in line with our retention procedures.

If you become a volunteer, the information collected during the joining process will form part of your volunteer record. This data will be kept for the duration of your volunteering and for 6 years afterwards.

MEC does not retain DBS certificates. We only record the DBS certificate number, date of issue, level of check, and the outcome. The certificate itself is not stored or copied, in line with the DBS Code of Practice.

When your data is no longer required, it will be securely destroyed using appropriate methods such as secure deletion of electronic files and shredding of paper records.

8.Your Rights

Under data protection law, you have a number of important rights in relation to your personal data. These rights allow you to understand how your information is used and to request changes where necessary. These include the right to:

- Be informed about how your personal data is collected used
- Request access to the personal data we hold about you
- Request correction of any inaccurate or incomplete information
- Request erasure of your personal data, in certain circumstances
- Request restriction of how your data is processed
- Object to certain types of processing
- Withdraw your consent, where consent is the lawful basis for processing
- Right to data portability to request the transfer of your personal data to another organisation where processing is based on consent or contract and carried out by automated means
- Right not to be subjected to automated-decision making, including profiling

Withdrawing consent will not affect the lawfulness of any processing carried out before the withdrawal. In some cases, we may continue to process your data where we have another lawful basis for doing so.

9.Complaints

If you have any concerns about how your personal data has been handled, w encourage you to raise this with MEC in the first instance by contacting our Data protection Lead.

If you remain dissatisfied, you have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection matters. Further information about your rights and how to raise a concern can be found here https://www.ico.org.uk

Information Commissioner's Office (ICO) Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
Telephone: 0303 123 1113

10.Contact details

If you have any questions about this privacy statement, how your personal data is handled, please contact our Data Protection Lead:

Data Protection Lead
Middlesbrough Environment City
Acklam

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