

**March 2021**

## **Libraries and Information: Privacy Notice for Volunteers**

Gloucestershire County Council is the data controller for the personal information we collect from you.

This Privacy Notice explains what information we collect about you, how we use it and your information rights.

### **How we use your information**

#### **Why we collect and use your information:**

Gloucestershire County Council will use the information about you in order to inform you about volunteering information, opportunities and changes to timetables. If your role requires you to work with children and/or vulnerable adults we will ask you to complete a DBS (Disclosure and Barring Service) form. We will collect special category personal data for the purposes of equality monitoring in a separate Equal Opportunities Form which will be detached from your application form upon receipt. We may request your permission to take photos or record videos of yourself during your time as a volunteer with us to publicise our services and/or events online or in print.

We will also use your data to better understand the services we provide and to help us build those services for the future. We may also use your data to identify if our services are fulfilling our legal obligations.

#### ***The information we collect about you:***

Gloucestershire County Council will collect only the personal information we need to perform our functions.

We will collect:

- Name
- Address
- Telephone number
- E-mail address
- Date of birth
- Name of school/college you attend (if applicable)
- Contact details for your reference
- Photographs and/or video recordings of you (if consent given)

We may collect the following personal data for purposes of equality monitoring:

- Gender
- Disability
- Age
- Ethnic group

We may request your permission to take photos or record videos of yourself during your time as a volunteer with us. Your consent would be sought by firstly asking you to sign a Photo Consent Form. We may use photos and videos online on our website or social media platforms or in our publications.

### ***What is the legal basis for our use of your personal information?***

The information below shows the legal basis we are relying on to use your personal or special category (sensitive) personal information.

#### **Personal information (GDPR Article 6)**

Our legal basis for using your personal information is:

Article 6 1(a) Data subject has given consent for processing for purposes for photography and video recording.

Article 6 1(c) Processing is necessary for compliance with a legal obligation  
a. in line with The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, The Safeguarding Vulnerable Groups Act 2006 and The Protection of Freedoms Act 2012 for purposes of DBS checking if your volunteering role requires it.

Article 6 1(e) Processing is necessary for the performance of tasks carried out in the public interest  
a. in line with the Public Libraries and Museums Act 1964 to provide a library service.

#### **Special category (sensitive) personal information (GDPR Article 9)**

Our legal basis for using your special category information is:

Article 9 2(g) Processing is necessary for reasons of substantial public interest

And we meet the following condition of part 1 or 2 of the Data Protection Act 2018. We process special category data as is necessary for:

- Part 2(8) – necessary for the purposes of equality of opportunity and treatment.

Please see our Special Category Data Policy for more information:  
<https://www.gloucestershire.gov.uk/council-and-democracy/strategies-plans-policies/information-management-and-security-policies/>

***How long we keep your information for:***

Gloucestershire County Council will keep your personal data for 6 years following the duration of volunteering. We are required to keep this information for this long in line with our retention schedule and the Limitations Act 1980 Section 2.

Photographs and videos held by Gloucestershire Libraries on its systems will be kept for 12 months before they are destroyed. Signed consent forms will be retained for three years. Where a photograph has been shared with the local or national press you should contact that organisation to find out how long they are kept for.

There may be a legal reason for us to keep any of your personal information for longer, such as if legislation requires us to.

To find further information on how long we keep your information, you can read our retention and disposal schedule at [www.gloucestershire.gov.uk/retention](http://www.gloucestershire.gov.uk/retention).

**Who we share data with:**

Gloucestershire County Council may share your data with:

- DBS Liverpool if your volunteering position requires a DBS check.
- A Volunteer Co-ordinator for the purposes of timetabling for example.

Your personal data may also be shared with regulatory and statutory bodies who assess council performance and financial spend, as well as where required by law, such as to prevent and detect crime or fraudulent activity.

**Your information rights under the Data Protection Act 2018**

**Right to withdraw consent:**

You have the right to withdraw your consent to the council processing photographs and videos of you. You should inform us if you wish to withdraw your consent. You can do this by using the contact details as follows:

By email at: [libraryhelp@gloucestershire.gov.uk](mailto:libraryhelp@gloucestershire.gov.uk)

Or write to us at: Libraries and Information, Shire Hall, Westgate Street, GL1 2TG

Please be aware that there may be some situations where we are still allowed to keep and use your information, even when you have withdrawn consent.

**Access to your information:**

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please visit our website using the link below:

<http://www.gloucestershire.gov.uk/council-and-democracy/data-protection/requesting-access-to-your-personal-information/>

**Correction of inaccurate information:**

You have the right to request that the council correct information that you believe is inaccurate or incomplete. You may not always be able to change the information. However, we will correct factual inaccuracies and may include your comments in the records.

**The right to be forgotten (erasure):**

You have the right to request that the council delete any photographs and video recordings and associated consent forms when there is no compelling reason for us to continue using them. Please be aware that in certain situations we are still allowed to keep and use your information, even when you request that it should be erased.

**The right to object:**

You have the right to object to us using your information if you feel we have used it outside the remit of our public tasks or when you have received marketing from us. Please be aware that in certain situations we are allowed to still use your information if there are compelling legitimate grounds to do so.

**Using your rights:**

If you wish to use any of these rights, please contact us using one of the methods below:

**Online:**

<https://www.gloucestershire.gov.uk/council-and-democracy/data-protection/your-information-rights/>

**In Writing:**

Information Management Service  
Gloucestershire County Council  
First Floor, Block 4(a)  
Shire Hall, Westgate Street  
Gloucester  
GL1 2TG

**Email:**

[Managemyrequests@gloucestershire.gov.uk](mailto:Managemyrequests@gloucestershire.gov.uk)

**How to contact us:**

Please contact us if you have any questions about this privacy notice:

By email: [libraryhelp@gloucestershire.gov.uk](mailto:libraryhelp@gloucestershire.gov.uk)

In writing: Libraries and Information, Shire Hall, Westgate Street, GL1 2TG

By telephone: 01452 426973

You can contact the council's Data Protection Officer, via the Information Management Service, by emailing [dpo@gloucestershire.gov.uk](mailto:dpo@gloucestershire.gov.uk) or by calling 01452 32 4000.

**Making a complaint to the Information Commissioner**

If you wish to make a complaint about how we use your personal data to the Information Commissioner's Office, you can contact them by visiting their website at <https://ico.org.uk/> or by calling 0303 123 1113.