



Volunteer Cornwall Privacy Notice for the One Vision Community Development Service

One Vision Community Development Workers (CDW) locate, identify, support and develop VCS and community organisations to support families and young people. They support individuals and families to engage in community activities and find appropriate support in their own geographical areas.

This project is Commissioned by Cornwall Council (CC) and delivered by Volunteer Cornwall (VC). Hence CC is the Controller and VC is the Processor of your information.

What type of information we have

Individuals:

- Personal information: Name, address, postcode, DOB, e-mail, phone
- Signed consent to share with agreed organisations, Cornwall Council and the evaluation partner
- Case studies: identifiable with consent or anonymised or pseudonimised if no consent
- Photographs, videos, good news stories, feedback which you have consented to sharing

Organisations:

- Organisation information: Name of business, address, postcode, provision information
- Case studies: identifiable with consent or anonymised or pseudonimised if no consent
- Photographs, videos, good news stories, feedback which you have consented to sharing

General:

- Google map user stats

How we get the information and why do we have it

- We collect the information through personal contact with you or by finding your organisational information in the public domain
- We will only process your personal information when we have your explicit consent to do so, which you can withdraw at any time by contacting your CDW or the VC Project Manager below

What we do with the information

- Create your personal record on our secure **Community Development Worker** spreadsheet
- Share your information, with your consent, in order to provide you with the necessary support as part of the **Community Development Worker** service
- Comply with the 7 key principles of the GDPR:
 - Lawfulness, fairness and transparency
 - Purpose limitation
 - Data minimisation
 - Accuracy
 - Storage limitation
 - Integrity and confidentiality (security)
 - Accountability

How we store your information

- On our secure, CDW service spreadsheet
- For 6 years after the **Community Development Worker** project finishes
- Until you withdraw your consent

Who we share your information with:

- Our funder/contractor (Cornwall Council)
- Relevant organisations eg: referrers, parents, carers, funders and partners, volunteer organisations (only with your explicit, informed consent)

Your data rights: your personal information belongs to you and you have the right to:

- Request a copy of your information via a "Subject Access Request" process (see our website for details)
- Have it amended if it is incorrect or incomplete
- Withdraw your consent to share your information at any time
- Have it deleted (where we don't have a legal requirement to retain it)
- Be informed of how we will process it & restrict how we process it
- Object to us using it for research purposes
- Object to us using it in relation to legal tasks or in the exercise of an official duty
- Ask that we transfer the information you gave us from one organisation to another, or give it to you

How to complain:

- By phone or e-mail:
www.volunteercornwall.org.uk
Acorn House
Heron Way
Newham
Truro TR1 2XN
VC Project Manager: HeidiC@volunteercornwall.org.uk 01872 266992
- By phone or e-mail:
Cornwall Council Data Protection Officer: dpo@cornwall.gov.uk 01872 326424
- By phone to the ICO (information Commissions Office): 0303 123 1113
Using their online complaints service: <https://ico.org.uk/make-a-complaint/>

ICO Registration no: Z7520254