



## Volunteers Privacy Policy

### **Your Information and how we use it**

#### **What**

Coventry Cathedral will hold the data you give us in relation to your volunteer position. The data will include your name, and any personal contact details (address, email address or phone number) which you have given us. We will also hold records of your application and any interviews you undertook for the volunteer position. For relevant volunteers we will hold a record of the date of their DBS check and also any training undertaken.

Additionally we will ask each volunteer to provide a health declaration to identify any health problems which could impact on the tasks we allocate to you or the locations you work in.

Each volunteer will also be asked to provide contact details of someone we could call in an emergency, for example if the volunteer has an accident while volunteering for us.

We will ask volunteers to consent to us contacting them with information about the general life and activity of the cathedral and hold a record of their preferences.

#### **Why**

Coventry Cathedral will hold your information to demonstrate that appropriate recruitment has taken place and that you are considered suitable for the volunteer role you are undertaking. We will hold training data to demonstrate that you have been properly trained for your role.

We will hold your health declaration about relevant health conditions. This is in order to keep you safe and not put you at risk, by assigning you inappropriate tasks.

#### **Contacting you**

We will contact you in order to inform you of information relevant to your volunteering role such as meeting papers, times of shifts, changes in arrangements for special occasions etc.

We will also ask your consent in order to email you information on the activities and life of the Cathedral.

#### **Sharing**

All data will be held securely within the Cathedral's systems and will not be shared with any other organisation.

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### **How long will we keep your data?**

Coventry Cathedral will keep your data in relation to your voluntary activities for as long as is required. In most cases this will be for up to 2 years after you cease volunteering for us, in some cases, such as records of accidents or incidents, data may be kept longer to comply with statutory timescales of data retention.

### **Your rights**

You have the right to request access to the data we hold on you. You also have the right to change your preferences in terms of any consent you have given us. If you wish to do this, please contact [covcath@gmail.com](mailto:covcath@gmail.com)

### **Overseas transfer**

Coventry Cathedral does not normally transfer data overseas. However we do use external email messaging systems for electronic mailings. . Please see our main Privacy Policy for further information.

### **Contact details**

Should you have any queries about this privacy policy, please contact [covcath@gmail.com](mailto:covcath@gmail.com) or call the Cathedral on 02476 521242 (Office open Monday – Friday 09:00 – 17:00)

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