



BEYOND THE HORIZON CHARITY

BEYOND THE HORIZON CHARITY PRIVACY NOTICE FOR STAFF AND VOLUNTEERS

Beyond the Horizon Charity (BTHC) is committed to complying with the terms of the European General Data Protection Regulation (GDPR) made on 25 May 2018, and to the responsible and secure use of your personal data. BTHC has a legitimate interest in processing personal data in order to provide counselling services. The purpose of this statement is to let you know what personal information Beyond the Horizon Charity collects and holds, why we collect this data, how long it is kept and your rights over your personal data. BTHC is registered with the Information Commissioner's Office (ICO), reference ZA126454. The Beyond the Horizon Charity Data Protection Officer is the CEO.

Beyond the Horizon Charity as a body is a DATA CONTROLLER under the Data Protection Act and the Trustees are ultimately responsible for the implementation of the Data Protection and Data Retention Policy.

Beyond the Horizon Charity relies on Consent as the lawful basis for processing personal data.

Our privacy notices are clear and are available on our website (www.beyondthehorizon.org.uk) and displayed at our premises

1. Information about the staff member or volunteer

We collect personal information when an enquiry or application is made regarding becoming a volunteer or for an available role. This information may include contact details, name, employment and educational history, references and relevant personal information. Notes regarding any interviews attended may also be kept.

Details of personal data retention periods can be found in our Disposal Schedule and is available on request.

2. Our use of this information

2.1 Personal information will be used for Disclosure and Barring Service (DBS) checks and to provide staff and volunteers with details and information relating to our services, support and training. We will not share personal details with any other person or organisation without your knowledge and permission, unless there is a perceived risk of harm or under a legal requirement e.g. terrorism, drug money laundering or via a court order for disclosure.

2.2 We will never publish or post any identifying information or photographs of you without permission.

3. Security



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3.1 We will take all reasonable precautions to prevent the loss, misuse or alteration of information given to us.

3.2 Communications in connection with this service may be sent by e-mail. Any email sent from BTHC that includes personal or sensitive data will be sent in an encrypted form or will be anonymised (it will not be possible to identify the data subject). We consider e-mail, unless encrypted, is not a fully secure means of communication and we can't be responsible for the security of incoming emails from other parties. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects, we cannot bear responsibility for all communications being virus-free.

3.3 Any data breach will be reported to the ICO within 72 hours by the Data Protection Officer.

4. Your rights over your personal data

4.1 We will only record and use sensitive personal data with explicit consent.

4.2 Staff and volunteers have the right to ask for personal data to be erased and may withdraw consent for personal data to be collected/processed.

4.3 Staff and volunteers have the right to data portability and can request and reuse personal data for their own purposes.

4.4 Staff and volunteers have the right of access and can request to see information that is being held on them. This request should be made to Beyond the Horizon Charity in writing and data will be available for collection by appointment within one month of the request and free of charge.

If you would like to see the information we hold about you, would like to correct, update or delete any records, or if you have any concerns about our use of your data, please contact the office. We will do our utmost to resolve any concerns you have, but if these are not resolved to your satisfaction, you may choose to contact the ICO.

If you need any further information please contact us at Beyond the Horizon Charity, Holy Cross Centre, Beauchamp Road, Billesley, Birmingham, B13 0NS. Tel: 0121 444 5454.