

Last Updated: 15th August 2018

VOLUNTEERS RECRUITMENT PRIVACY NOTICE

The purpose RBH is processing your information is: to enable RBH to understand your requirements / expectations as a volunteer with RBH and gather information to allow us to make the best arrangements to meet these expectations.

Our legal basis for doing this is: It is necessary for the performance of a contract with the individual.

The additional legal basis for processing protected categories is: to comply with Employment Law.

As part of this process the following information may be shared with us: contact information, next of kin, employment history, criminal records

By: the Job Centre, employment support agencies

As part of this processing your personal data will be shared with: Employment support agencies.

All processing of your personal information will remain with in the UK.

Your personal information will then be kept on our records for: 6 years from end of the volunteering arrangement , 12 months if unsuccessful.

You have a number of rights which we have to respect. One of these is a right to see all your personal information that RBH processes. For more information on your rights, and for further information on how RBH protects your personal information please see the [RBH Privacy Statement](#).

If you are unhappy with how RBH processes personal information you may complain to the UK's regulator, the Information Commissioner's Office (ICO). <https://ico.org.uk/concerns/>

RBH employs a Data Protection Officer (DPO) to ensure RBH protects your rights when processing your personal information. The DPO can be contacted in the following ways:

Email: DPO@rbh.org.uk

Telephone: 0800 027 7769 (and ask to speak with the DPO)

By letter: DPO, RBH, Sandbrook House, Sandbrook Way, Rochdale, OL11 1RY.