

Fife Volunteer Ambassador Privacy Notice

Last updated: April 2022

This notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you while we are working with you and for a period thereafter. It also explains your rights under the law relating to your personal data. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects and uses the information?

Fife Voluntary Action (FVA)

Fife Voluntary Action is a 'data controller' under the Data Protection Act 2018 and gathers and uses certain information about you. It does so for the purpose of managing the volunteer programme for The Open of 2022 - a partnership activity that it leads on behalf of The R&A and Fife Council.

Data will be collected from potential volunteers for the purposes of processing their application to become a volunteer for The Open. For those who become volunteers, further processing of personal data will be required for the purposes of managing and delivering the volunteer programme.

Fife Voluntary Action is a Company Limited by Guarantee registered in Scotland under company number SC203613, and a Scottish charity under charity number SC028457, registered with and regulated by [the Office of the Scottish Charities Regulation \(OSCR\)](#).

Registered office and main trading address: Caledonia House, Pentland Park, Saltire Centre, Glenrothes, KY6 2AL.

Fife Council

FVA is working with Fife Council to ensure volunteers are offered a range of training opportunities. Fife Council will lead on the delivery on some of the accredited training, and so relevant and appropriate personal information will need to be shared with them for that purpose.

We will also share basic information on the volunteers with Fife Council for the purposes of providing equipment, refreshments, recognition and similar reasons that are related directly to the purpose of the volunteering being done.

The R&A

FVA is working closely with the organisers of The Open, The R&A. We will share basic data about volunteers for the purposes of ensuring access to venues, induction training attendance, provision of branded/sponsored items for volunteers and for recognition purposes.

What is personal data/information?

Personal data is defined under data protection laws in the UK and Europe as 'any information relating to an identifiable person who can be directly or indirectly identified' and is, in effect, any information about you that enables you to be identified. This would include obvious information such as your name and contact details but could include less obvious information such as identification numbers, electronic location data, and other online identifiers. The personal data that we collect, process and store is set out in this Notice.

Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

About the information we collect and hold

The table set out on the following pages summarises the information we collect and hold, how and why we do so, how we use it and with whom it may be shared.

We may also need to share some of the categories of personal information set out below with other parties, such as our professional advisers, our regulators and funders.

Usually, information will be anonymised, but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our funders as is necessary or required to comply with the law.

We seek to ensure that our information collection and processing is always proportionate - that is, we only collect and process what we need to, and we only store it for as long as we need to. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where information may be held

Information may be held at our offices and by third-party agencies, service providers, representatives and agents. We have security measures in place to seek to ensure that there is appropriate security for information we hold.

How long we keep your information

We will keep your information for no longer than is necessary. This means until The Open championship has been fully completed, and for a period thereafter. In most cases, we will not retain your data beyond 31 December 2022.

Further details are set out in our Data Retention Policy.

Your rights

Under the Data Protection Act 2018, you have the following rights, which we always work to uphold:

- 1) The right to be informed about the personal data we collect and use about you. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions.
- 2) The right to access the personal data we hold about you. This is called making a Subject Access Request - please see below for instructions on how to make a request.
- 3) The right to have your personal data rectified if any of your personal data we hold is inaccurate or incomplete. Please contact us using the details at the bottom to find out more.
- 4) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details at the bottom to find out more.
- 5) The right to restrict (i.e. prevent) the processing of your personal data.
- 6) The right to object to us using your personal data for a particular purpose or purposes.
- 7) The right to data portability. This means that you can ask us for a copy of your personal data held by us to re-use with another organisation or business in certain cases.
- 8) Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about how we use your personal data or to exercise any of your rights as outlined above, please contact us using the details provided below.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about how we use your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. You can contact them through their website at www.ico.org.uk or can call them on 0303 123 1113.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Changes to what we do

We regularly review and, where necessary, update our privacy information, policies, procedures and privacy notices. If we plan to use your personal information for a new purpose we will update our documentation and privacy notice, and communicate the changes to you before starting to use the information in a new way. Where we have obtained your consent to process your personal data and we wish to change how we process it, we will seek your consent for the new processing.

Sometimes we have to change what we do because of a change in the law or we need to change the way we do things as an organisation and have a legitimate interest for doing so. The latest version of this Privacy Notice will always be available at www.fva.org/legal_privacy_cookies.asp.

How to contact us

For information about how we collect, store and process your personal data or for any questions or concerns you might have about data protection please contact the Chief Executive by calling 0800 389 6046 or e-mail chiefexecutive@fva.org.

How to complain

We hope that our Chief Executive can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner (www.ico.org.uk/concerns) or telephone 0303 123 1113 for further information about your rights and how to make a formal complaint.

Schedule relating to the information we collect and hold

This schedule considers separately data relating to:

- **Potential volunteers** – those who apply to join the volunteer programme
- **Volunteers** – those who are selected to join the volunteer programme
- **Next of kin** – people identified by volunteers as their next of kin, for emergency purposes only

POTENTIAL VOLUNTEERS

| The information we collect | How we collect the information | Why we collect the information | How we use and may share the information |
|--|--------------------------------|---|--|
| Your name, contact details (i.e. address, home and mobile phone numbers, employer details (where relevant), e-mail address) | From you | <ul style="list-style-type: none"> • To maintain contact with you about your application • To comply with our legal obligations | <ul style="list-style-type: none"> • To contact you about your application • To process your application • To verify your identity in order to apply your rights |
| Information about your personal situation, in particular your employment status, availability to volunteer and skills/experience | From you | <ul style="list-style-type: none"> • To process applications and select appropriate volunteers for the role to be undertaken • To prioritise places for those people seeking employment and looking to use this to improve their job seeking prospects in line with our commitment to the Plan 4 Fife | <ul style="list-style-type: none"> • This information will be viewed by those managing the volunteer programme • An anonymised summary of some of this information will be made available to Fife Council and The R&A as statistical information about the overall volunteer programme |

VOLUNTEERS

| The information we collect | How we collect the information | Why we collect the information | How we use and may share the information |
|--------------------------------|--------------------------------|--|---|
| Health and dietary information | From you | <ul style="list-style-type: none"> • To provide a safe volunteering environment • To comply with our legal obligations | <ul style="list-style-type: none"> * To provide a safe volunteering environment * We may share the required minimum amount of information to caterers or those responsible for providing refreshments * We may share relevant, minimal information with transport providers where the information is relevant to providing safe transportation |

NEXT OF KIN

| The information we collect | How we collect the information | Why we collect the information | How we use and may share the information |
|---|--------------------------------|---|---|
| Their name, contact details (i.e. address, home and mobile phone numbers, e-mail address) and relationship to the volunteer (you) | From the volunteer (you) | <ul style="list-style-type: none">• For emergency use only, to make contact should we have any concerns about you or your welfare, or should somebody need to be notified in relation to your health or welfare | <ul style="list-style-type: none">• To contact your next of kin in the event of an emergency• To share their details with emergency services, in the event of an emergency |

The legal reasons under data protection law that we rely upon for the processing of the personal data set out above is as follows:

Consent – you give us your express consent to process your personal data;

Performance of a contract – when you become a volunteer, you enter into an agreement with us and we must process certain personal data in order to fulfil our part of the volunteer agreement;

Legitimate interest – in order to deliver a safe and successful volunteer programme we require to process certain personal data.

Further information

If you want more information, you want to discuss this or you're unsure about what any of this means please do not hesitate to contact us. You can phone us on 0800 389 6046 or e-mail us at info@fva.org