

## SCOTTISH SPCA VOLUNTEER PRIVACY NOTICE – ACCESSIBLE VERSION

This is an accessible version of our Volunteer Privacy Notice. You can also view the more in-depth version [here](#).

We really want to make sure that this is easy to read and that you understand it, so please let the volunteer manager, or our **Data Protection Officer**, know if you have any comments about this Privacy Notice.

### What is this Privacy Notice all about?

This Privacy Notice tells you what type of **personal data** the Scottish Society for the Prevention of Cruelty to Animals (also called the Scottish SPCA and the SSPCA):

- ✓ Collects about you
- ✓ Why we collect it
- ✓ What we do with it
- ✓ What you can do about it

### But what is Personal Data?

Personal data is information which identifies you either from things like your full name or just as an individual person. Personal data can include things like your name, age, school or place of work and where you live. It could also include more sensitive personal data such as details about your health.

### Who is this Privacy Notice for?

This Privacy Notice is for people who:

- Want to become volunteers
- Are current volunteers
- Are previous volunteers
- Are on a further education placement
- Youth volunteers (aged 14-16)

### Who are we?

When we say 'Scottish SPCA', 'we' or 'us' in this Privacy Notice, we are referring to the Scottish Society for the Prevention of Cruelty to Animals which is a registered Scottish charity and company.

The Scottish SPCA is called the "**controller**" of the **personal data** which we have. This means that we are responsible under the law for your **personal data** which we collect.

### What kind of Personal Data do we hold about you?

**Personal data** that we collect from you could include your:

- **Identity Data** – this includes details like your name, address, when you were born, gender (e.g. female), telephone number, email address and emergency contact information. If you're under 18 years old, then we may also collect the name and contact details of your parent or carer.
- **Volunteer Records** – this includes information about your volunteering role, including things like details of any training you've completed.

- **Bank Account Details** – if you are claiming expenses (which might include things like the cost of travelling by bus or train to the place you volunteer) we'll need your bank account details. We always make sure that those details are safely and securely stored.
- **Identity Documents** – Sometimes we might need photo ID (which could include things like a passport) or other ID so we can make sure you are who you say you are.
- **Emergency Contact Data** – we'll ask you for the name and contact details of a person you'd like us to contact if there's an emergency (e.g. if you became ill whilst volunteering).

Sometimes, we might need to collect or store more sensitive **personal data** about you (which is called **special categories of data** and/or **criminal convictions and offences data**):

- **Health Data** – This might include details of an illness or medical condition you have so that we can be sure that you are looked after and safe during your volunteering with us
- **Criminal Convictions and Offences Data** – Sometimes we might need to undertake what is called a criminal records check to see if you have a criminal record. We will let you know if the volunteering placement you are hoping to do would require this.

### How is your Personal Data Collected?

- We might get your **personal data** from you and/or if you are under 18 years old from your parent or guardian. You will generally apply to become a volunteer via our volunteer management system.
- Sometimes other places might give us some of your **personal data** too, for example the Duke of Edinburgh Scheme, or if you have had any criminal records checks **personal data** would come from Disclosure Scotland.

### Why we collect your personal data

Examples of why we collect your **personal data** include to:

- Look at your application to become a volunteer
- Accept you as a volunteer or to turn down your application to be a volunteer
- Contact you as a volunteer
- Contact your parent or guardian if you are a volunteer who is aged 14-16 years old
- Give you your expense, for example, your bus travel to volunteer with us
- Help run the charity and to look at your experiences as a volunteer and think about ways to change or improve things
- Consider your education, training or personal development
- Deal with legal issues which involve you, for example if you or another volunteer or one of the paid employees is taking a case to court
- Follow health and safety rules, this includes things like reporting accidents at the Scottish SPCA
- Find out about your health, so we can see if you need any changes made to help you in your volunteer placement
- Check that our volunteering opportunities provide equal opportunities to people and to report on this
- Look after the best interests of the Scottish SPCA
- Help us respond to emergency situations quickly to protect our people, property and animals
- Carry out volunteer surveys, so we can look at your experience of volunteering and see if we can make things even better

### How we will use your Personal Data?

When we collect and use your **personal data** we need to follow special rules.

The rules we may use to collect and use your **personal data** are called:

- **Legal obligation**

This means that the law tells us that we need to have some of your **personal data**. For example, if you are volunteering with us so we can follow health and safety law.

- **Legitimate interests**

This means that we think very carefully about why we are collecting your **personal data** and check that it is necessary. We will think carefully about your rights and what you would expect us to do with your **personal data**, and not go ahead unless it's still appropriate to do so.

Sometimes, although not often, we might also use your **personal data** to follow other rules including:

- Where we need to look after your interests (or someone else's interests). For example, if you became very ill.
- Where we need to do so in the public interest or for official purposes.
- Where we have your specific agreement to do so.

The data protection rules also tell us that we must follow extra rules when we collect and use more **sensitive personal data** about you (such as about your health) or about your criminal convictions and offences. We'll only process this kind of **sensitive personal data** if we need to do so. The rules we follow for doing this are where we have a **legal obligation** or **legitimate interest** (as is talked about above) and also where it is because of:

- Substantial public interest such as to check we treat everyone fairly (called equal opportunity monitoring), or to look after children and individuals at risk, or to comply with the law in another way, or to stop or identify actions which are against the law.
- Sometimes with your written agreement
- Occasionally, where we need it for a legal claim or to look after you or someone else's interests, or where you've made that **personal data** public.
- Occasionally, where it is part of our business activities as a charity and where we've put suitable measures in place to protect you.

### **Who might we Share your Personal Data with?**

We can only share your **personal data** where the law allows us to do so which might include:

- If you have asked us to write a reference about you for a job, course or another volunteering opportunity
- Where you have detailed us as a contact for the Duke of Edinburgh award scheme or for your school
- If the law needs us to share your **personal data** with the regulator of data protection or another organisation

### **Data security**

We always make sure that we keep your **personal data** really safe and secure. If you want to know more you can always contact our Data Protection Officer.

### **Data retention**

We will only keep your **personal data** for as long as we need to and after that time we'll be sure to safely and securely delete it. You can see more details about how long we'll keep your **personal data** for on the full volunteer privacy notice.

In some circumstances we will anonymise your **personal data**. This means that no one will be able to identify you anymore.

## Your rights

You have some rights under the law which means that:

- ✓ We need to let you know how we use your **personal data**
- ✓ You can ask us for a **copy** of your **personal data** which we hold
- ✓ You can ask us to **change personal data** which you think is wrong
- ✓ You can ask us to **remove personal data** when it isn't needed
- ✓ You can ask us to **only use** your **personal data** in particular ways
- ✓ You can ask us to **transfer** your **personal data** to another organisation or individual.
- ✓ You can **object** to us processing your **personal data**.

You can contact us if you want to use one of your rights. Occasionally the law may have a reason why we can't do what you are asking us to do but we will always be sure to let you know.

This is usually free, however very occasionally we are allowed to charge you but we will always let you know first if this is the case.

We may need to request specific information from you to help us confirm who you are – we'll let you know if so.

### Data Protection Officer ('DPO')

We have appointed a person called a Data Protection Officer or DPO. The DPO knows all about the rules for protecting your **personal data** and helps to make sure that the SSPCA follow all those data protection rules.

If you have any questions about this privacy notice or how we look after your **personal data**, you can contact the DPO - [mike.flynn@scottishspca.org](mailto:mike.flynn@scottishspca.org)

### Changes to this privacy notice

We may sometimes need to make changes to this privacy notice at any time, and we will provide you with a new privacy notice when we make any big changes. We will also let you know in other ways from time to time about the processing of your **personal data**.

### How to complain

If you have any questions or worries about our use of your **personal data** you can always contact or make a complaint to our Data Protection Officer.

You also have the right to make a complaint at any time to an organisation called the Information Commissioner's Office or ICO. The ICO make sure that all organisations in the UK follow the data protection rules.

The ICO's address:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113  
ICO website: <https://www.ico.org.uk>

### Questions

If you have any questions about this privacy notice, please contact the DPO, Mike Flynn,

Email: [mike.flynn@scottishspca.org](mailto:mike.flynn@scottishspca.org)