

# How we use your information (Volunteering)

## The kind of information we hold about you

- Personal contact details such as name, address, telephone number, email address.
- Date of birth, year of birth or age category. This is used for equality monitoring.
- Gender. This is used for equality monitoring.
- Emergency contact information.
- Employment status and experience.
- Past volunteering experience.
- Information about any criminal convictions and offences.
- Information about your health, including any medical conditions, mental health illnesses or episodes or disability. This is needed to ensure we do not place you in the wrong role and to understand if there are any requirements/adjustments that will assist you in your role.
- Training events attended.
- Any issues and actions which we record from communications with staff members involved in managing your work with us.
- Brief notes of any issues arising from your volunteering activities.
- Communications exchanged with you, feedback from you in relation to volunteering.

## Why we collect and use this information

- So that you can volunteer with us.
- To help us match you with a suitable volunteering role.
- So that we are able to contact you and keep in touch.
- So that we are able to contact someone you have nominated in the case of an emergency.
- For equality monitoring.
- To monitor, and report on an anonymised basis, on volunteering numbers.

## How we store this information

We will store this information securely in our electronic database which can only be accessed by authorised staff.

If you send us supporting documents for DBS checks then we will store them in a locked cupboard until the DBS check result has come through and we will securely shred them.

We update the information while we are in contact with you and keep it for no more than 3 years after our contact ends, at which point electronic information is anonymised.

## Examples of when we may share your information

We may share certain relevant information in order to provide the support you have asked from us, for example in these situations:

- With your permission, disclose certain details of any health issue that may affect the suitability of a particular volunteering role with Wimbledon Guild staff, self-employed class instructors and volunteers providing those services.
- With your permission, with Wimbledon Guild staff or with other professionals working for external organisations involved in an activity or service you ask us to support you with.
- To the individual you have given us permission to speak to in relation to a particular matter or in an emergency.

We may also disclose personal information without your knowledge or consent if we have reason to believe that this will help protect someone at risk/yourself, for example to Social Services or the Police, or where this is required by law. Where possible and practical we will inform you at the time.

## Further information

Our full Privacy Notice can be obtained from any member of Wimbledon Guild staff or can be found on our website here: [wimbledonguild.co.uk/privacy\\_policy.html](http://wimbledonguild.co.uk/privacy_policy.html).

For more information about your rights in connection with your personal information please contact our nominated Data Protection Officer:

Andrew Stodhart, Head of Finance and Resources  
020 8946 0735

[astodhart@wimbledonguild.co.uk](mailto:astodhart@wimbledonguild.co.uk)

Wimbledon Guild

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