



Volunteer Information Schedule - ODL

SCHEDULE OF INFORMATION RETAINED AND PROCESSED FOR Volunteering at Opening Doors London

Please be advised that this table represents the information that ODL may retain in relation to your data. It also details when this information will be securely destroyed.

Please note that the organisation may keep basic anonymised information beyond the retention period for statistical reporting.

Information gathered and retained	Purpose for processing	Legal basis for processing	Assessment of data subjects interests	Organisations that this information may be shared with and reason why (Please name the individual organisations)	Duration of retention
Personal identifiers e.g. name	To identify the volunteer for all other volunteer related purposes below	Necessary for the performance of a contract of which the data subject is a party. Necessary for the legitimate interests of the organisation.	Impact on data subjects rights and freedoms is very low. Processing is in data subjects interest.	DBS – Disclosure and Barring Service Eventbrite for booking trainings/ activities. Survey Monkey for annual survey.	7 years from end of volunteering date
Address	For communication purposes	As Above	As Above	As Above	7 years from end of volunteering date
Home and mobile telephone numbers	For communication purposes	As Above	As Above	As Above	7 years from end of volunteering date
Email address	For communication purposes	As Above	As Above	As Above	7 years from end of volunteering date
Travel and other expenses	For auditing	As Above	As Above	As Above	7 years from end of volunteering date

					date
Accident details	For health and safety legal requirements	As Above	As Above	As Above	7 years from end of volunteering date
Health & safety record	Legal H&S requirement	As Above	As Above	As Above	7 years from end of volunteering date
AUC Property held by volunteer e.g. equipment	To manage location of property and retrieve at end of volunteering	As Above	As Above	As Above	7 years from end of volunteering date
Details of volunteering role	To support volunteer in their role(s)	As Above	As Above	As Above	7 years from end of volunteering date
Induction Dates	For auditing and to ensure good practice	As Above	As Above	As Above	7 years from end of volunteering date
Training record	Equal opps and evaluation of training	As Above	As Above	As Above	7 years from end of volunteering date
Emergency contact and contact details	To also contact in an emergency	As Above	As Above	As Above	7 years from end of volunteering date
Disabilities	For support of the volunteer and for equal opps purposes	As Above	As Above	As Above	7 years from end of volunteering date
Equal opps monitoring info	Equal opps and statistical reporting (anonymised)	As Above	As Above	As Above	7 years from end of volunteering

					date
Criminal Declaration Form & DBS Record (if applicable)	To ensure safeguarding of service users.	As Above	As Above	As Above	7 years from end of volunteering date

We do not keep detailed records beyond 7 years after volunteering ceases beyond an individual's name, dates they volunteered and role undertaken.
We do not share any personal details with a third party without the consent of the individual.