

Privacy notice

This notice explains what to expect when the Faculty of Medicine, Health & Life Science collects your personal information for the volunteers programme.

Identity and contact details of the Data Controller:

Swansea University is the Data Controller and is committed to protecting the rights of individuals in line with the Data Protection Act 1998 (DPA) and the new General Data Protection Regulation (GDPR).

Swansea University has a Data Protection Officer who can be contacted through dataprotection@swansea.ac.uk

What information do we collect about you?

We will ask to collect details including name, address and contact details for yourself and a person to contact in case of emergency; and will keep records of your volunteering activities with the Faculty. We will also note any special requirements in terms of dietary, sensory or mobility needs.

How we collect personal information

We collect personal information when you make the decision to become a volunteer and leave your contact details on an expression of interest form or send them to us via email. We also collect personal information using a form sent via email to ensure we can cater for any needs you may have, such as access or dietary needs. We may also discuss and complete a Personal Emergency Evacuation Plan with you if one is required.

How will your information be used?

It will be used to ensure direct communication with you about volunteering events in the Faculty. Activity data will be used to monitor and evaluate our programmes to provide information about Public and Patient Involvement in Faculty programmes.

In an emergency situation if you have provided us with details regarding health and/or disability issues these can be passed to emergency and security personnel in order to ensure your health and safety whilst on university sites.

We will mostly communicate with you via email, either group or individually in order to share news and updates about volunteering opportunities. Communications will be in accordance with your wishes. We can communicate via the regular post if you specifically request this.

Under Article 6, information is collected by first seeking your consent to its collection and storage.

Processing is necessary for the performance of a volunteering contract with you. Under Article 9, data processing is necessary for the purposes of carrying out the obligations of the Faculty in terms of education and research, and the data subject in the field of volunteering.

If you wish to withdraw your consent at any time, please email the volunteering co-ordinator.

How long will your information be held?

We will keep your data on file for 5 years, and then review this with you in terms on accuracy and on-going consent.

What are your rights?

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. Please visit the University Data Protection webpages for further information in relation to your rights.

Security - Who has access to your information?

Your personal information will be held on a password protected computer system and will only be accessible to certain staff. These Faculty staff will be the Academic Lead for public and patient involvement, staff Health Volunteer involvement champions and professional services staff who work directly with particular educational programmes that require service user involvement.

Personal data will not be transferred to third parties or be transferred outside of the European Union.

Any requests or objections should be made in writing to the University Data Protection Officer:-

University Compliance Officer (FOI/DP)

Vice-Chancellor's Office

Swansea University

Singleton Park

Swansea SA2 8PP

Email: dataprotection@swansea.ac.uk

How to make a complaint

If you are unhappy with the way in which your personal data has been processed, you may in the first instance contact the University Data Protection Officer using the contact details above.

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: -

Information Commissioner's Office,

Wycliffe House,

Water Lane,

Wilmslow, Cheshire,

SK9 5AF

www.ico.org.uk