Privacy Notice – volunteers
How we use your information

We will collect the following data from you:

your name, telephone, email and postal contact
details, NI number, contact details for referees
and equality and diversity data, and, if applicable
to the role you volunteer within, additional
information to support any criminal reference
checking. The type of documents required to
support criminal reference checking can be found
here.

The data will be stored, processed, used and
disclosed by us in the following ways:

- To enable you to submit your CV and/or
  application form for volunteering opportunities

- to improve our customer service and to make
  our services more valuable to you (including
tailoring our website and our group companies
websites when you log on to enrich your
personal online experience)

- to answer your questions and enquiries

- to share with third parties where we have
  retained them to provide services that we or
  you have requested including references or
  criminal reference checking services (GBG)

- to use your information on an anonymised
  basis to monitor compliance with our equal
  opportunities policy

- to carry out our obligations arising from any
  agreement entered into between you and us

- to undertake statistical analysis of anonymised
  data (equality and diversity) and internal
  reporting through a candidates recruitment
  journey.

From time to time we will seek your consent to
process, use or disclose your information for any
other purpose not listed above.

We reserve the right to transfer your information
to a third party in the event of a sale, merger,
liquidation, receivership or transfer of all or
substantially all of the assets of our company
provided that the third party agrees to adhere to
the terms of this Privacy Policy and provided that
the third party only uses your Personal Data for
the purposes that you provided it to us. You will be
notified in the event of any such transfer and we
will seek your consent.

Unsuccessful candidates’ data will be securely
destroyed five months after the decision is made
that your application has been unsuccessful
adhering to the statutory requirement to retain
information for a select period to allow candidates
to challenge recruitment decisions.

Successful candidates’ information required for
volunteering purposes will be retained throughout
your volunteering journey, all other documentation
not relevant will be securely destroyed five months
after your joining date has been confirmed, this
includes any supporting documentation which you
provide for criminal reference checking, proof of
address etc.

Proving life can get better
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