

How We Use Your Information

Volunteering

The Volunteering team at Bradford District Care Foundation Trust work to recruit and place volunteers within our services. Volunteers play a vital role in helping us provide support to various groups within our community and to our service users. This is a fantastic relationship that really adds value to our service and we are extremely grateful for all the work our volunteers do.

If you contact us to express an interest in becoming a volunteer we will keep a record of your name and email address. When you become a volunteer for the Trust, we need to keep a record of your name, date of birth, address and email address so that we can contact you and keep you up to date with information about the work that you will be doing and any last-minute changes to your role. We would never share any of this information with anyone else without your consent. We may ask you for information about your ethnicity or religious beliefs. This is so that we can demonstrate that the service we provide represents the diversity of the community we support but there is absolutely no pressure on you to provide this information and it is in no way a barrier to you becoming a volunteer.

As a volunteer you may be asked to record attendance for your groups and you may collect registration forms for participants. These will include personal information about people using our service. Further training and guidance will be issued but generally we would ask that you keep this information safe and secure at all times and return it to the office as soon as possible.

If you decide that you no longer wish to volunteer you can contact the Volunteer Service Desk on 01274 322662 or email volunteer@bdct.nhs.uk, or you can contact our Champions show the way team on 01274 321911 or email champions@bdct.nhs.uk. We will hold a copy of your details on file for 2 years after you stop using our service, unless you ask us to remove it sooner.

If you would like to receive a copy of any of the information we hold on you please email dpa.requests@bdct.nhs.uk or write to: The Information Governance and Records Management team, New Mill, Victoria Road, Saltaire, West Yorkshire, BD18 3LD or phone 01274 363 629. If you have any concerns about the information contained within your records then please let us know.

The Bradford District Care Foundation Trust has a Data Protection Officer who is there to answer any concerns that you might have around how your information is being used or stored. If you have any questions please email Gaynor Toczec on dpo@bdct.nhs.uk or you can write to her at the address shown above.

If, for any reason, you are unhappy with our response you can contact the Information Commissioners Office for further guidance. Call the helpline on 0303 123 1113 (local rate number) Or see the ICO website <https://ico.org.uk>. Write to: The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AE.