

Volunteers

We collect information about you for volunteering purposes.

Data Controller

The data controller responsible for keeping your information is York Teaching Hospitals NHS Foundation Trust. We are registered with the Information Commissioner's Office (ICO). The ICO is the UK's independent body set up to uphold information rights. Our registration number is: Z4819561.

Data Protection Officer

It is a requirement that organisations appoint a Data Protection Officer. The Data Protection Officer is responsible for:

- informing and advising us and its employees about their obligations to comply with data protection laws
- monitoring compliance with data protection laws
- being the point of contact regarding data protection

Our Data Protection Officer is:

Fiona Jamieson, Deputy Director of Healthcare Governance
York Teaching Hospitals NHS Foundation Trust
York Hospital
Wigginton Road
York
North Yorkshire
YO31 8HE

01904 725045

Informationgovernanceteam@york.nhs.uk

Why we collect your information

We collect information about you for volunteering purposes.

What information we collect

- Name
- Date of Birth
- Address

- Email address
- Telephone number
- Emergency contact
- Disability status
- Health information

Who we may share your information with

We share your information with the Disclosure and Barring Service (DBS). We may also share your volunteering history when providing a reference.

How we maintain the confidentiality of your information

We are committed to protecting your privacy and will only use information collected lawfully in accordance with:

- [Data Protection Act](#)
- [The General Data Protection Regulations 2016](#)
- [Human Rights Act 1998](#)
- Common Law Duty of Confidentiality
- [Health and Social Care Act 2012](#)
- [Confidentiality Code of Practice 2003](#)
- [Information Security Management Code of Practice 2007](#)
- [Records Management Code of Practice for Health and Social Care 2016](#)
- [Information: To Share or Not to Share Review](#)

Every member of staff who works for an NHS organisation has a legal obligation to keep information about you confidential. Staff also undertake data security training.

How long we keep your information for

We store information for the time stipulated in [Records Management Code of Practice for Health and Social Care 2016](#).

Your rights

Data protection laws give individuals rights in respect of the personal information that we hold about you. These are:

1. To be informed why, where and how we use your information.
2. To request access to your information.
3. To request information to be corrected if inaccurate or incomplete.
4. To request for your information to be deleted or removed where there is no need for us to continue processing it.
5. To request us to restrict the use of your information.

6. To request us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making).

Requesting information to be corrected

If you believe your information is inaccurate or incomplete please contact:

Volunteer Services Manager
York Teaching Hospitals NHS Foundation Trust
York Hospital
Wigginton Road
York
North Yorkshire

01904 725291

Concerns

Should you wish to raise a concern about the use of your information, please contact:

Volunteer Services Manager
York Teaching Hospital NHS Foundation Trust
York Hospital
Wigginton Road
York
North Yorkshire
YO31 8HE

01904 725291

PALS@york.nhs.uk

If you remain unhappy with the outcome of your enquiry you can contact the Information Commissioner:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow

Cheshire
SK9 5AF

0303 123 1113

www.ico.org.uk