



Privacy Notice and Consent – Volunteers

This privacy notice tells you about the information we collect from you when you register your interest in volunteering or sign up as a volunteer at SFTS. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

Who are we?

We are Shelter from the Storm (“SFTS”), a registered charity #1125575, that provides night shelter and support for the homeless and dispossessed. Our mission is to house and support the homeless in London *whoever they are, wherever they come from*. Our vision is of a society where charities like Shelter from the Storm are no longer necessary.

You can contact us via email at gdpr@sfts.org.uk or by calling 07852 282 701.

We are not required to have a data protection officer, so any enquiries about our use of your personal data should be addressed to the contact details above.

What personal data do we collect?

When you sign up as a volunteer for SFTS we will collect and store the following information:

- Name
- Phone number
- Email address
- Next of kin contact details
- Any qualifications or training relevant to your volunteering role
- Your availability to volunteer at SFTS
- Dates and times attending SFTS

We will only use your next of kin details in an emergency.

Why do we collect this information?

SFTS needs to record data on all volunteers. We collect this information in order to ensure that we can contact you regarding volunteering opportunities and as a record of who volunteered and when. We will only use your next of kin details in an emergency.

We ask for your consent to do this by signing this document on the last page and we will only use the information you give us for the specific purposes described.

What do we do with your information?

Your personal information is created, stored and transmitted securely in a variety of paper and electronic formats, in line with our Privacy and Personal Data Protection Policy. It will only be accessible to appropriate staff members in order to keep correct records and to make contact with you via phone or email regarding volunteering at the shelter. It will not be sold, handed to third parties or used otherwise without your prior consent.

How long do we keep your information for?

We will consider you an active volunteer, and therefore store this information, until you inform us otherwise using the contact details above. Attendance data of who visits the shelter will be kept for up to 3 years.

Your rights over your information

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate.

We will keep all information up to date and accurate, so please inform us if any of your information changes.

You can also ask for it to be erased and you can ask for us to give you a copy of the information.

You can also ask us to stop using your information – the simplest way to do this is to withdraw your consent, which you can do at any time by emailing or calling us using the contact details above or speaking to the General Manager at SFTS.

Your right to complain

If you have a complaint about our use of your information, you can contact the Information Commissioner's Office via their website at www.ico.org/concerns or write to them at:

Information Commissioner's Office
Wycliffe House
Water Lane

Wilmslow
Cheshire, SK9 5AF

Please complete this section to show your consent

Your Signature:	[Signature]
Your Name:	
Today's Date:	