

Your personal information

Here at the Rape and Sexual Abuse Counselling Centre we take your privacy very seriously. The information below details how we use your information and your rights regarding how we process your personal data.

How we use your information

We use your information to help us recruit and host volunteers. This include recruitment and volunteer administration and providing training and supervision. We only collect information from you that is relevant and necessary to your volunteering. Without this information we would be unable to host volunteers at RSACC.

If you are happy for us to we will also collect equalities monitoring data from you to help us ensure we are acting as a fair and non-discriminatory volunteer host.

Sharing your information

We take your privacy very seriously and do not share your information with anyone without your permission.

How long do we keep your data?

We only keep your data when necessary. It is always kept safely stored in locked cabinets or on secure computers. Once the retention period for your data has ended we will destroy it securely by shredding it or deleting it permanently. The table below shows the retention period for the different types of volunteer information we process and store.

Type of Information	Retention Period
Application forms and interview notes	1 year
Personnel files and training records	3 years after volunteering ends

Your data rights

You have the right to;

- Access your data- you can contact us either verbally or in writing to request access to your personal data that we hold.
- Have inaccurate personal data rectified- you can contact us to ask us to change incorrect personal information we hold
- Have your data erased- you can contact us to ask us to erased your data
- Restrict us processing your personal data- you can contact us to ask us to restrict your personal data that we process
- Object to us processing your personal data- you can contact us to object to us using your personal data
- Raise a complaint about our data processing with the Information Commissioners Office

How to contact us about your personal data

If you would like to speak to us about your data or would like to exercise one of your rights listed above, you can contact our Privacy Officer using the contact information detailed below.

Isabel Owens, Privacy Officer

RSACC, P.O Box 106, Darlington, DL3 7YS, 01325 354 119,
isabel@rsacc-thecentre.org.uk