



The National Volunteering Database (NVD) Data Protection Information

Organisation Registration

We regularly upload details of volunteering opportunities to the NVD, which are then available to the public from the do-it web site (www.do-it.org.uk) where they are able to search the database to find opportunities that match their interests. Partial details of the organisation offering the volunteering opportunity are also uploaded. These are:

- The name of the organisation
- The purpose (or mission statement) of the organisation
- The activities of the organisation

None of the above will be sent to the NVD until you have provided us with details of a volunteering opportunity. When you do this you have the option to request that the opportunity is not uploaded to the NVD.

In a very limited number of cases we may opt to upload not only the name of your organisation but contact details for a volunteering opportunity as well. (i.e. the address and telephone number). This is only done in cases where a large organisation is seeking multiple volunteers over a wider geographical area. Again, you have the right to request that we don't upload details of the opportunity.

Data Protection:

- At no time will we provide any of your details to a third party without your permission.
- In order to keep you up to date with information and events we may include you in our mailing list or email list.
- We will never sell or give our mailing lists to a third party.

Volunteer Registration

Thank you for deciding to register as a volunteer. So that we can offer you support and advice please take a few minutes to complete this registration document. You can choose not to answer any question. If you are unsure about any part of this document please ask for advice or assistance.

Data Protection:

1. At no time will we provide any of your details to a third party without your permission.
2. You have the right to see any information about you that we hold in a retrieval system such as a computer database or paper index system.
3. You have the right to challenge us about any information relating to you we hold in a retrieval system and have this changed.
4. You have the right for your details to be removed from a retrieval system.
5. We may compile statistical data from time to time but this will never include references to a particular individual.
6. In order to keep you up to date with information and events we may include you in our mailing list or email list.
7. We will never sell or give our mailing lists to a third party.

What will we do with the information you give us?

We will hold your information confidentially. Using the information we will try to match you with volunteering opportunities that appear to suit your preferences and availability. If we find a match we will contact you with the details of the volunteering opportunity; you can then decide if this is something you would like to become involved with as a volunteer or not. If not, we will continue to look for volunteering opportunities that you may be interested in. We will not send your name and contact details to an organisation seeking volunteers unless you have agreed with us that we may do so. We will never send anyone your personal details.

Criminal Record Certificates

Some opportunities require that a criminal record check be carried on anyone who wishes to volunteer with them. This is often the case if the volunteering involves working with children or vulnerable persons. No criminal record checks will be made without your consent and you have been accepted as a volunteer for an organisation requiring such a check to be made.