



Fair Processing Notice for Volunteers

At Glastonbury Abbey, we respect your personal data and are delighted that you want to volunteer with us. This Fair Processing Notice explains how we will use your personal data when you working with us as a volunteer.

Our contact details

Glastonbury Abbey
Magdalene Street
Glastonbury
Somerset
BA6 9EL
01458 832267

What personal data do we collect about you? How will we use that personal data?

- When you are volunteering with us, we will collect and process your name and contact details. Your first name only will be used on your lanyard.
- Your image in a photo or video is your personal data. We may wish to use your image on our website or other marketing information in order to promote the firm but will always seek your consent for this. You do not have to agree that we can use your image – it is completely your choice.
- We will also use your image on our intranet which is an internal system only.

What is our legal basis for processing your personal data? How long do we hold your personal data?

We need a legal basis in order to process your personal data.

- You've consented for us to use your personal data as you wish to be a volunteer.
- If we take photos for use on social media or the website, this will be by your consent.
- We will use your photo on our internal intranet system as it is a legitimate activity for a business for security of staff, volunteers and visitors.

Do we use any automated decision making?

We do not use any automated decision making.

Who do we share your personal data with?

- Companies that provide services to us. Our telephone service providers will get to see your phone number if we call you and our broadband supplier which could see your email address (but not the content of what you send us, if you encrypt it).
- Cloud service & IT providers. We use a number of cloud service & IT providers including software which helps us in our organisation. We also share with IT professionals who not only ensure that our systems run smoothly, but are also committed to the highest standards of data protection compliance.
- In response to a court order. It is possible, though unlikely, that we might be forced to disclose your information in response to a court order.

Do we transfer your personal data outside of the EU or EEA?

We use Microsoft and DropBox which are based in the USA. However adequate safeguards are in place as these organisations are certified to the EU-US Privacy Shield Framework.

How long do we keep your personal data for?

We will retain your personal data for the time that you volunteer with us and for 6 months afterwards, at which time it will be securely destroyed.

Your rights as a data subject

The GDPR gives you rights as a data subject. You have:

1. the right to request from us access to your personal data;
2. the right to request from us rectification of your personal data;
3. the right to request from us erasure of your personal data;
4. the right to request from us restriction of processing your personal data;
5. the right to object to our processing of your personal data;
6. the right of data portability;
7. if we are processing your personal data on the basis of your consent, you have the right to withdraw your consent at any time. This does not affect the lawfulness of processing based on your consent before you withdrew it; and
8. You have the right to complain to the ICO.

More information on your rights can be found in Chapter 3 of the GDPR.