

PRIVACY NOTICE FOR ALL DATA PROCESSING ACTIVITIES

VOLUNTEERS

Data Collection and Privacy Notice

Aston University (“the University”) processes personal data as a “Data Controller” as defined in the Data Protection Act 2018 (“the DPA”) and the General Data Protection Regulation (Regulation (EU) 2016/679) (“the GDPR”). This notice relates to information about you which will be collected by the University and processed as described below. This notice may be updated at any time. You can download a pdf version of the most up to date version and our Data Protection Policy and Procedures at www.aston.ac.uk/dataprotection.

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

What we collect

The personal data which we process includes personal details about you such as your name, address and date of birth and your contact details. It also includes details about University activities that you have volunteered for in the past and University activities that you have signed up to attend in future. We collect payment information if we have agreed to reimburse your expenses.

We may also process Information about your health and disability status if you have provided these. This is classed as “Special Category” Data under the GDPR. This information will be used only to provide you with any adjustments you may need when you volunteer with us.

We may also process still and video images of you on our CCTV system. These will be used for security purposes only.

Your rights

Under the DPA and the GDPR you have certain rights over how your data is processed, including the right to know what information is processed about you and how it is processed.

You have the right of access to your personal information. You also have additional rights i.e. the right to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances by the GDPR, and may be limited further by future UK legislation where data is only processed for research or statistical purposes.

Automated decision-making

The University will not use your personal data to make automated decisions about you. “Automated decisions” are defined as decisions made without human intervention.

Data transfers to other countries

Your personal data may be transferred to countries outside the European Economic Area for the purposes described above. Your personal data will only be transferred to countries whose

data protection laws have been assessed as adequate by the European Commission, or where adequate safeguards are in place to protect your personal data.

How we process your data

The University will process your personal data for the following purposes.

Purpose 1 – To register you as a volunteer at University events

We will process your personal data in order to register you as a volunteer and enable you to participate as a volunteer in University activities. This may include processing of Special Category Data, which includes details about your disability status, if this is necessary in order to make adjustments to assist you in participating. We will also collect your payment information so that we can make any payments that we have agreed to you, including reimbursement of expenses.

Legal basis for processing your information for Purpose 1

We will process your personal data for Purpose 1 on the grounds of our legitimate interests (GDPR Article 6(1)(f)). This means that we are allowed to process your name and contact details in order to assist us in running events. We will only process your Special Category Data you have provided it to us in the process of registering or working as a volunteer and we will only use it to assist you in participating.

Purpose 2 – To keep you informed about University events and activities

We would like to keep you informed about future activities that you may be interested in participating in, based on your past involvement with the University. We may also sometimes wish to provide information on activities that you have already participated in. This may include bulletins that will be sent by email or post.

Legal basis for processing your information for Purpose 2

We will process your personal data for Purpose 2 on the grounds of your consent (GDPR Article 6(1)(a)). You have the right to withdraw your consent at any time. Please indicate whether you agree to this type of processing by ticking one of the boxes below.

Consent

I consent to my personal data, including my personal email address, being processed for the purposes of receiving communications about University events and activities by post and by email and for the purposes of being invited to participate in future. I understand that I may opt out of receiving these communications at any time.

Yes/No

I consent to my personal data, including my personal email address, being processed for the purposes of contacting me in connection with assisting at future University events. I understand that I may opt out of my data being used in this way at any time.

Yes/No

Purpose 3 – Security

Your safety and security is very important to the University. We will therefore process your personal data, including images captured by CCTV, to ensure the safety and security of you and your possessions, and to secure the University's campus. In certain circumstances we may also use body-worn video cameras. The use of CCTV on our premises is governed by Aston University's CCTV Code of Practice which can be found at <https://www2.aston.ac.uk/about/security/cctv>.

Legal basis for processing your information for Purpose 3

We will process your personal data for Purpose 3 on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

Purpose 4 – Compliance with Applicable Laws

The University is required to comply with applicable laws which includes health and safety law and compliance with safe-guarding laws. The University will process your personal data to ensure that it complies with the appropriate legislation.

Legal basis for processing your information for Purpose 4

The processing of your personal data for Purpose 4 is necessary on the grounds of the University fulfilling its legal obligations (GDPR Article 6(1)(c)). The processing of Sensitive Categories of Data is necessary on the grounds of the University fulfilling its legal obligations (GDPR Article 6(1)(c)) and complying with laws which are in the public interest (GDPR Article 9(2)(g)).