

### **Introduction**

The museum collects and processes personal data relating to our volunteers to manage the volunteering relationship. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What information does the museum collect?**

We collect and process a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- your Volunteering Agreement
- details of your qualifications, skills, experience and career history
- details of your bank account (only if required for expenses payments)
- information about your, next of kin, and emergency contacts
- information about your criminal record, including allegations of criminal offences (only for roles for which a DBS check is required)
- details of your schedule (days of work, volunteering hours and details of any days that you are not generally available to volunteer)
- information about whether you have a disability for which the organisation needs to make reasonable adjustments

We may collect this information in a variety of ways from forms completed by you at the start of or during your engagement, from correspondence with you, or through interviews or meetings.

In some cases, we may collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks permitted by law.

Data will be stored in a range of different places, including in our HR (Human Resources) management systems and in other IT systems including the email system.

### **Why does the museum process personal data?**

We need to process data to enter into a volunteer agreement with you. For certain positions, it is necessary to carry out criminal records checks to ensure that individuals are permitted to undertake the role in question.

In other cases, we have a legitimate interest in processing personal data before, during and after the end of the volunteer relationship. Processing volunteer data allows us to maintain accurate and up-to-date records and contact details (including details of who to contact in the event of an emergency).

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out legal obligations such as those in relation to volunteers with disabilities.

Where the organisation processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purposes of equal opportunities monitoring.

Data that the organisation uses for these purposes is anonymised or is collected with the express consent of volunteers, which can be withdrawn at any time. Volunteers are entirely free to decide whether to provide such data and there are no consequences of failing to do so.

### **Who has access to data?**

Your information may be shared internally, including HR, your supervisor and IT staff if access to the data is necessary for performance of their roles.

The Design Museum shares your data with third parties to obtain references from other employers, obtain background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service. We may also share your data with third parties in the context of a sale of some or, all of our business. In those circumstances the data will be subject to confidentiality arrangements.

The organisation will not transfer your data to countries outside the UK.

We take the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, we do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

### **For how long does the museum keep data?**

We will hold your personal data for the duration of your volunteering. The period for which your data is held after your volunteering ends is three years.

### **Your rights**

As a data subject, you have several rights. You can:

- access and obtain a copy of your data on request
- require the organisation to change incorrect or incomplete data
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing
- If you would like to exercise any of these rights, please contact the Data Protection Officer as named at the top of this document

If you believe that the museum has not complied with your data protection rights, you can complain to the Information Commissioner.

### **Automated decision-making**

Decisions about working with individual volunteers are not based solely on automated decision-making.

### **Document Control**

Date of document: February 2023  
Date of review: February 2023  
Author: Human Resources