Campus Children's Holidays - Volunteer Privacy Notice

This privacy notice tells you what to expect when Campus Children's Holidays collects personal information. It specifically applies to information we collect about our volunteers.

When prospective volunteers apply to Campus Children's Holidays we only use the information they supply us to process their application and to monitor recruitment statistics. Where we want to disclose information to a third party, for example where we want to take a Disclosure and Barring Service (DBS) check, we will not do so without informing them beforehand.

Personal information about unsuccessful applicants will be held for 12 months/2 years after the recruitment exercise has been completed, at which point it will then be reduced to just a name and any DBS vetting result received (but no more). We may retain de-personalised statistical information about applicants to help inform our recruitment activities, but no individuals will be identifiable from that data.

If an applicant is successful, we will compile a record relating to their volunteering history. The information will be kept secure and will only be used for purposes directly relevant to their voluntary work with us. Once an individual has gone 2 years without volunteering with Campus most parts of their volunteer record will be removed, unless they give consent to extend by a further 2 years. We will retain name, DOB, any proven allegations made against them, contact email, project attendance, and confirmed DBS check according to a standard retention schedule.

Information held on volunteers during their volunteering time includes the following:
Name, Date of Birth, signature (to consent to this notice), email address, address, telephone numbers, driving details (where relevant), project attendance, DBS check records, application form, interview notes, references where applicable, any training completed for Campus or any first aid training records, and any proven allegations and/or complaints.

We will also collect medical details for the duration of any projects they attend. These will be destroyed at the end of the project they were on.