



Charitable Incorporated Organisation 1156302

## Privacy Statement

**This privacy policy sets out how the Volunteer Centre West Berkshire uses and protects any information that you may give us when you use this website.**

Volunteer Centre West Berkshire is committed to ensuring that your privacy is protected. Where we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Volunteer Centre West Berkshire may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 14<sup>th</sup> May 2018.

## What we collect

We collect the following information when you contact us using our online form to register your interest in volunteering:

- Name, full address, telephone number, email address.
- Date of Birth
- Employment Status
- Other information you may give us on your interests, skills, previous experience
- Areas of interest for volunteering and types of activity you are interested in

## What we do with the information we collect

We receive this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Seeking to match your interest in volunteering with appropriate volunteering opportunities of you to consider
- We may use the information to improve our services.
- We may periodically send you information which we think you may find interesting using the email address which you have provided.
- We DO NOT share your information with third parties for any purpose.

## Links to Other Websites

Our website may from time to time contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## Controlling Your Personal Information

You may choose to restrict the collection or use of your personal information in the following ways:

- We will not sell, distribute or lease your personal information to third parties unless we are required by law to do so.
- You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to us.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

Please contact us if you require more information or explanation of our privacy policy.