

Worcester Students' Union Volunteering Privacy Notice

Who are we?

Worcester Students' Union provides a volunteering brokerage service with the aim to connect students with volunteering opportunities and track the time our students dedicate to volunteering.

What data do we collect?

Worcester Students' Union holds your personal data including your name, date of birth, university email, gender, course, student number and status (e.g. full/part time) and accommodation type on our membership data base provided to us by the University of Worcester, in line with our data sharing agreement. A copy of the Data Sharing Agreement which can be found at https://www.worcsu.com/faqs/data_protection/

We collect certain data in order to provide this matching service and share basic information about volunteers – i.e. your name and contact information (phone number and email address) - with an organisation when you apply for a position with them. We also collect data about your volunteering interests so that we can let you know about opportunities which may interest you.

Why do we collect and how do we use your data?

The data we collect enables us to pursue our mission to support you to develop and achieve.

Your personal details will be used by our Student Engagement Team in order to perform necessary administrative operations related to volunteering management.

The aim of our volunteering provision is also to act as a contact point between our students and volunteering opportunities in the community. This means that when you express an interest in relation to advertised roles or relevant events such as training or workshops, your contact details may be used to contact you by approved organisations in the community.

Will you use my data for any other purposes?

When you register with Worcester Students' Union Volunteering, we will also contact you in order to pursue our legitimate interest of promoting volunteering opportunities and recording student volunteering.

You have the right to opt-out from further direct marketing communications at any time. If you don't want to receive emails from us you can unsubscribe by either clicking on the link at the bottom of our emails or by logging on to www.worcsu.com/login and editing your details on the contact options page.

Who will you share my data with?

When you express your interest, we will share your contact details with approved organisations in the community in order to contact you in relation to advertised roles or relevant events such as training or workshops.



Worcester Students' Union Volunteering is powered through a system provided by Membership Solutions Ltd (MSL), who process personal data for and on behalf of the Students' Union, for the purpose of connecting volunteers to opportunities. Membership Solutions Ltd (MSL) acts as Data Processor on behalf of Worcester Students' Union.

How long will we keep your data

We will keep the data specific to your volunteering for 3 years after the year of creation to enable us to report on changes in engagement in volunteering and also to enable us to provide accurate references regarding your volunteering, should you require it. If you no longer wish for us to hold your data please complete Data Erasure Request Form which can be found at https://www.worcsu.com/faqs/data_protection/.

Who should I contact if I have concerns or queries?

If at any time, you have questions or concerns in relation to volunteering, you can email SUvolunteering@worc.ac.uk and one of the team will get back to you.

For questions or concerns about data protection please email SUdataprotection@worc.ac.uk

Where can I find further Information?

More general information on how we use your data as a member of the Students' Union can be found in our Student Data Privacy Notice at https://www.worcsu.com/faqs/data_protection/.

Date adopted: August 2018

Date of Last Review: September 2020

Next review due: Due August 2021

Person responsible for review: Student Engagement Manager