



## **PRIVACY STATEMENT**

**Volunteer Centre Sutton (VCS)** takes the security of information very seriously and is committed to protecting your privacy.

### **What information do we collect from you?**

We may collect personal information about you when you contact us regarding any form of volunteering or the projects we manage. We will ensure that we only collect sufficient information to provide the appropriate service(s), and in a way that is reasonable and fair.

If you do not wish to provide personal information, please let us know. This may mean that we are not able to process your request, and we will tell you if this is the case.

### **How we use your information**

Personal information which you supply to us may be used in several ways. For example:

- to ensure efficient and accurate processing of your request;
- for fraud prevention;
- to provide services to the wider community;
- to maintain contact with you.

We will keep this information only as long as we need to, and will then destroy it securely.

### **When we would share your information**

We will not disclose your personal information to any organisation or person outside VCS without your consent, except:

- to help prevent fraud;
- to safeguard children and vulnerable adults;
- if required to do so by law.

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**UNCLASSIFIED**



## **[PRIVACY STATEMENT CONTINUED]**

### **Access to your information and correction**

You have the right to ask for a copy of the information that we hold about you, and to ask us to make corrections. If you would like to do this, you need to put your request in writing to the **Chief Executive Officer, 31 West Street, Sutton, SM1 1SJ** or by sending an email to [hello@vcsutton.org.uk](mailto:hello@vcsutton.org.uk)

### **Further information**

For further information on how your information is used, how we maintain the security of your information, your rights to access information we hold on you, or details on how long we hold your information, please contact us at [hello@vcsutton.org.uk](mailto:hello@vcsutton.org.uk) or write to the **Chief Executive Officer, 31 West Street, Sutton, SM1 1SJ**.

### **Changes to our privacy notice**

We keep our privacy notice under regular review and will post any updates on this web page. This privacy notice was last updated on **18<sup>th</sup> July 2016**.

### **Reporting a problem**

If you have a complaint regarding how we process your personal information, please contact the **Chief Executive Officer** on 020 8661 5900. Alternatively, you may contact the [Information Commissioner's Office \(ICO\)](#).