

TERMS AND CONDITIONS OF VOLUNTEERING AT UHSUSSEX AND HOW WE USE YOUR DATA

Please read this information carefully. Let us know if you would like this document in a different format or if we can support you to understand it.

1. Agreement to volunteer

This agreement is about you volunteering at our Trust. This agreement doesn't imply that you have an employment contract or employment rights.

If you are under 18, please tell your carer that you are planning to volunteer at the Trust. We might contact them to see if they agree.

2. Confidentiality

When you volunteer at the Trust you might hear or see confidential information. That could be details about patient diagnosis and treatment. It could also be information about members of staff. You must only share confidential information with relevant staff. Sharing this information with anyone else (including on social media) is a serious breach of our volunteering agreement. You can be dismissed from volunteering or prosecuted for breaching confidentiality.

3. Suitability Checks

Many volunteers have contact with people who are receiving health services and care. If your volunteering involves this kind of contact, you may need to complete a standard level check from the Disclosure and Barring Service (DBS).

Some volunteering positions involve regulated activities. Regulated activities are defined in law. One example of a regulated activity is helping an adult to eat and drink who is too frail to feed themselves. If your volunteering involves regulated activities you will need to have an enhanced level DBS check. This may include information taken from the Independent Safeguarding Authority barred lists for working with children or working with adults, or both. It might include additional police information about convictions or other relevant issues.

The NHS will not discriminate unfairly against you because of criminal convictions or related information. At the same time, we have a duty to make sure our patients are safe. If you do not share information about your convictions we could withdraw your offer to volunteer.

We ask all volunteers for independent references and an occupational health check. By applying to volunteer, you agree to these checks.

4. Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions to employers after the rehabilitation period set by the Court has passed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared. Some convictions never become spent.

5. Privacy Notice – Volunteer Records

University Hospitals Sussex NHS Foundation Trust collects, stores and processes personal information. This includes information from potential, current and former volunteers.

The Trust processes all personal or sensitive information about you in a fair and lawful way.

6. What types of personal data do we handle?

We handle volunteer data about:

- Personal demographics (including gender, race, ethnicity, sexual orientation, religion, age, marital status, disability, gender reassignment)
- Contact details such as names, addresses, telephone numbers and emergency contacts
- Employment records (including professional membership, references, proof of eligibility to volunteer in the UK and security checks)
- Management records (including documentation about training, attendance, conduct and performance management, and travel expenses)
- Bank details
- Medical information including physical health or mental health conditions (for example occupational health information)
- Information relating to health and safety
- Offences (including alleged offences), criminal proceedings, outcomes and sentences
- Accident and incident details

Our staff are trained to handle your information correctly. We always aim to protect your privacy and confidentiality. We have high standards in our record keeping. We regularly check and report on how we are doing.

Your information is never collected or sold for direct marketing purposes.

Your information may be processed overseas. When you apply to volunteer we may collect references and police checks from overseas.

7. What is the purpose of processing data?

- Managing volunteer placements
- Running Voluntary Services and planning our activities
- Making sure volunteers comply with Statutory and Mandatory training
- Reporting on finance, performance, volunteers, and activities
- Contributing to health services

When you apply to volunteer, we have a legal basis to collect your information in line with data protection and employment legislation. In this Volunteer Agreement you agree to us processing your data.

8. Retention Periods

We only keep your personal data for as long as we need to use it. That includes for legal reasons, accounting, and reports that we collected it for.

How long we keep your personal data can vary. It depends on the type of information, how sensitive it is, and the potential for harm if it is misused. It is also shaped by the reason why we collected the data and if we still need it for that reason.

We usually keep volunteer data for 6 years after you stop volunteering. After then it is promptly deleted.

If you apply to be a volunteer and are not successful, we keep your information for 12 months before destroying it. The same happens if you withdraw your application.

We might anonymise your personal data so you can't be identified. If we do, we can use your anonymised information without letting you know.

9. Sharing your information

We might share your information:

- To comply with legislation
- To comply with Court Orders

We make decisions about sharing personal data on a case-by-case basis. We always use as little information as possible, and have security controls in place. We only share information with agencies and bodies who have a 'need to know', or if you give your consent.

10. Use of Third Party Companies

University Hospitals Sussex NHS Foundation Trust may share your information with external companies who process your data on our behalf.

We will not routinely share information about you unless we have your explicit permission. There are some situations where we can or must share information about you because of our legal or statutory obligations as an employer.

11. Individuals Rights

You have legal rights around the personal information we hold about you. These are set by Data Protection law. Your rights include:

1. To be informed why, where and how we use your information.
2. To ask for access to your information.
3. To ask for your information to be corrected if it is inaccurate or incomplete.
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it.
5. To ask us to restrict the use of your information.
6. To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making).

You can contact Information Governance for more information: uhsussex.informationgovernance@nhs.net.

If you have questions about how your information is used please contact the Voluntary Services Department or our Data Protection Officer. You can reach us by phoning the hospital and asking for us at the Switchboard.

Should you wish to complain about the use of your information, please contact the Voluntary Services Department to discuss the issue. If you are still unhappy with the outcome of your enquiry you can write to: The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF - Telephone: 01625 545700.