

Privacy notice – Nexus NI

INTRODUCTION

Nexus NI is the trading name of Northern Ireland Rape Crisis Association, a registered charity NIC102558 and registered with the Information Commissioners Office Z3266690.

The purpose of this notice is to give full information on what information we keep, what we will do with that information and the rights of individuals with regard to their personal information.

NIRCA (trading as Nexus NI) is the Data Controller and is legally responsible to ensure your personal information is kept safe and only uses that information in accordance with this notice.

If you have queries please contact Nexus NI by emailing data@nexusni.org.

The Data Protection Officer is Lynda Lindsay

INFORMATION FOR VOLUNTEERS

Nexus NI works with volunteers in various capacities including volunteer counsellors, board members, fundraisers, admin and gardening assistance and other roles that may be identified.

To enable Nexus NI to provide a safe environment for volunteers, staff and our clients we need to keep some information on our volunteers which varies depending on their role within the Nexus NI.

Types of personal data we keep

- Admin information name, address, date of birth, contact information
- Recruitment information
- Finance information to allow payment of volunteer expenses i.e. bank details
- Next of kin and medical information
- Information regarding training and accreditation
- Access NI information where relevant to post.
- Equality information
- References

Reasons for keeping that information and the legal basis

INFORMATION	LEGAL PURPOSE
Admin Information Name, address, date of birth, and contact details	Contractual obligation
Job history, qualifications, references etc. from application form	Contractual obligation
Finance information	Contractual obligation to enable expenses to be paid.
Next of kin and medical information	Legitimate interest regarding duty to care for volunteer
Information regarding training and accreditation	Legitimate interest to ensure staff training and accreditation is up to date and to allow Nexus NI to provide an accredited service
Supervision records	Contractual interest to ensure duty of care obligations are fulfilled
Access NI information where relevant to post.	Legal obligation
Equality information	Legal obligation
References	Legitimate interest to ensure volunteer is suitable

WHAT HAPPENS TO YOUR PERSONAL DATA

Within Nexus

INFORMATION	WHAT HAPPENS	STORAGE
Admin Information Name, address, date of birth, and contact details	Information is used for accounts and HR purposes.	Paper file in HR filing cabinet with limited access. Stored digitally on secure accounts system with limited access to

		designated staff.
Job history, qualifications, references etc. from application form	Used for recruitment and reporting requirements.	Stored as paper version in HR files. Qualifications and training information also stored as CV's for funding applications.
Finance information	Used for expenses purposes	Stored digitally on secure accounts system with limited access to designated staff.
Next of kin and medical information	Stored in paper file and used for emergency information. Also medical information used in managing volunteer roles	Stored as paper in HR files with limited access.
Information re training and accreditation	Used to monitor required training and accreditation requirements.	Paper and digital records with access to managers and admin.
Supervision records	Necessary to preform management and HR functions	Stored in HR file with limited access.
Access NI information where relevant to post.	Necessary to preform legal requirements for safeguarding.	Limited information stored digitally with limited access.
Equality information	Necessary to preform legal reporting.	Stored in HR digital files with access by limited access.

Information given to external organisations

INFORMATION	WHAT HAPPENS
Admin Information Name, address, date of birth, and contact details	Contact information will be disclosed to a court officer when a witness summons or court order has been received. Information on board members is given to funders in returns and applications.
Job history, qualifications, references etc. from application form	Qualification information used in some funding applications. No sensitive information is disclosed.
Next of kin and medical information	Only disclosed in the event of an emergency or with consent of the volunteer.
Information re training and accreditation	Information on volunteers may be reported to funders but no sensitive information disclosed.
Access NI information where relevant to post.	Nexus NI have a legal duty to report safeguarding concerns re any volunteer in a regulated position to the vetting and barring board. Nexus NI will normally inform the volunteer if this is going to happen.
Equality information	Reported to external bodies as a legal requirement but information is anonymised.

Breaching confidentiality

Nexus NI only breaches volunteer confidentiality

- In the event of a medical emergency
- When required to do so by a court
- In the event of a safeguarding or other issue as defined in the policy 'Keeping Information Safe'

How we communicate privacy information?

We will give every volunteer a copy of this privacy notice as a pdf. It will also be available in printed form on request.

This privacy notice will also be provided to all applicants in future recruitment.

Giving Consent

By accepting a volunteer job offer with Nexus NI you give consent for Nexus NI to keep the information necessary for Nexus NI to carry out its legal and contractual obligations.

Retention of that Information

Nexus NI will keep all recruitment information for one year. For unsuccessful applicants' information will be destroyed after that date. A record of their application will remain digitally but no sensitive information will remain recorded.

Due to the nature of our work with children and vulnerable adults Nexus NI will keep staff files for 7 years to enable the organisation to respond to any enquiries, complaints or safeguarding concerns that may arise.

Where there is possible legal action or an ongoing complaint or investigation Nexus NI reserves the right to keep the data for as long as it is legally or contractually obliged.

Some information is kept for longer than 7 years if required for contractual reasons by funders.

Limited digital information will remain after that date on our secure accounts system but it is not of a sensitive nature.

RIGHTS OF THE INDIVIDUAL

Copy of information

All volunteers have a right to a copy of the information Nexus NI keeps on file. The request should be in writing to the operations manager and Nexus NI have a calendar month to respond. There is normally no charge unless Nexus NI feels there are excessive requests i.e. repeated requests for copy of volunteer information.

Information from a 3rd party will not normally be given without permission of that 3rd party.

To withdraw consent

This is not normally available to volunteers due to the legal and contractual responsibilities of Nexus NI. However, Nexus NI will consider a request to withdraw consent for some types of information

that are not covered by legal and contractual responsibility. All requests should be in writing to the operations manager.

The right to be forgotten

This is not available to volunteers due to the legal and contractual obligations of both the volunteer and Nexus NI. Details on the exemptions to these rights can be found on www.ico.org.uk

Complaints Procedure

Any volunteer can raise concerns with their line manager/mentor. If these concerns are not resolved informally they can raise a complaint in writing to the operations manager. If the issue is not resolved to the satisfaction of the volunteer they have the right of appeal to the CEO in writing.

INFORMATION FOR MAILING LISTS

Nexus NI maintains mailing lists for training opportunities, Friends of Nexus and those who have completed training.

Types of personal data we keep

Nexus NI keeps only basic contact information i.e. name, email address, contact telephone number and organisation.

Reasons for keeping that information and the legal basis

We keep the information for the purposes of keeping the recipients up to date with the information they requested. All members of our mailing lists have supplied the details to Nexus NI for the sole purpose of being added to our mailing list and have given consent.

What happens to your personal data?

Nexus NI sends regular information to those on the various mailing lists relating to the reason they joined that mailing list. Nexus NI does not share their mailing list details with any external body without the express consent of those on the mailing list.

Breaching confidentiality

Nexus NI will only breach confidentiality where there is a risk of harm or a legal requirement.

How we communicate privacy information

The information will be available on our website and can be emailed as a pdf or supplied as a paper version.

Giving Consent

Only clients who have consented have been added to the lists.

Retention of that Information

Information will be retained until the recipient asked to be removed from the list, their email address no longer works or the purpose of the list no longer exists.

RIGHTS OF THE INDIVIDUAL

- Any recipient is entitled to a copy of the information we hold on file and can request this by email to data@nexusni.org
- Recipients can withdraw their consent or ask to be forgotten at any time but using the unsubscribe function on the bottom of all emails sent via the mailing software. Recipients can also email data@nexusni.org requesting their details be removed.
- Any recipient can contact Nexus NI at data@nexusni.org re any concerns we the use of their data. If the concern is not resolved the recipient can appeal to ceo@nexusni.org