

Voluntary Action Swindon

Privacy Notice – DBS Checking Service

At Voluntary Action Swindon, we take your privacy seriously and will only use your personal information to contact you in order to provide the service(s) you have requested from us.

Who are we?

We are Voluntary Action Swindon (VAS), the CVS (Council for Voluntary Service) for the Borough of Swindon. We are a registered charity (no. 287732) and company limited by guarantee (no. 1604168). Our registered address is 1 John Street, Swindon, Wiltshire, SN1 1RT.

Voluntary Action Swindon is a DBS umbrella body which carries out DBS (Disclosure & Barring Service) checks for charities and community groups at a discounted rate.

What type of information is collected from you?

The personal information we collect will be limited to that which is necessary for us to process your DBS check. For people being DBS checked, this may include your name, previous names, date of birth, gender, place of birth, contact details (email address and telephone number), National Insurance number, UK driving licence number, passport number, nationality, Scottish vetting and barring number, and current and previous addresses. For nominated persons, this may include name and contact details.

You are not required to provide this personal information described above as a contractual or statutory requirement of our DBS checking service.

How is your information used?

For people being DBS checked, we will use your personal information to:

- Process your DBS form, including sending your details to the Disclosure & Barring Service
- Email you regarding any administrative issues relating to our DBS checking service and the processing of your DBS check

For nominated persons, we will use your personal information to:

- Process DBS checks for your organisation's employees, volunteers, and potential employees and volunteers

For people being DBS checked, we will retain your personal information for the following length of time, and for the following reasons:

- For as long as is necessary to process your DBS check, plus seven years, as this information is held with accounting records which we are required to hold for seven years

For nominated persons, we will retain your personal information for the following length of time, and for the following reasons:

- For as long as you are the nominated person, in order to process DBS checks for your organisation's employees, volunteers, and potential employees and volunteers

We will not use your personal information for any reason other than the above. We will not pass your personal information on to any individual or organisation, other than the Disclosure & Barring Service, as is necessary for providing this service.

Your rights

You have certain rights over the personal information we hold on you, including the following:

- The right to access the personal information we hold on you;
- The right to request rectification of your personal information, where it is found to be inaccurate;
- The right to request erasure of your personal information;
- The right to request that we do not further process your personal information;
- The right to object to our processing of your personal information; and
- The right to lodge a complaint with the Information Commissioner's Office (ICO) if you are concerned about the way we are handling your personal information.

Please note that, if you prevent us from processing your personal information, we may be unable to process your DBS check.

How to contact us

If you have any concerns over how we are using your personal information, or to make a request as per your rights above, please email data@vas-swindon.org or call us on 01793 538 398.

Legal basis for processing personal data

Under the General Data Protection Regulation (GDPR), which comes into effect on 25th May 2018, there are a limited number of legal grounds for collecting, storing and using personal information.

The legal grounds for collecting, storing and using your personal information for processing your DBS check are as follows:

- The processing is necessary for the purposes of legitimate interests pursued by VAS in providing a DBS checking service. A Legitimate Interests Assessment has been carried out to confirm this is the case. The legitimate interests identified are: We are a DBS umbrella body, through which individuals/organisations apply for checks. This is a source of income for us, and also helps achieve our charitable objects through the provision of a subsidized service for charities and community groups.