

How Your Information Is Used **Privacy notice**



Volunteers with EitC

This document is designed to give you important information about how your information is collected and used by Everton in the Community ("EitC") for the purpose of volunteering with us on our charitable projects.

1. Privacy notice

EitC has a number of privacy notices to explain how each service or function operates. Each Privacy notice is for a specific information purpose.

- Tier One – Overarching principles and definitions
- Tier Two – Specific to the information type and purpose

2. How your information is used

When you apply to volunteer with EitC we collect your personal information to identify and contact you. We will also assess your suitability to volunteer.

If your personal information needs to be shared with a third party, you will be informed of this and given the choice to refuse.

EitC have a Data Protection Officer to uphold your information rights and support our legal obligations to you and our project participants.

3. What personal data do we collect?

- Identifiers, such as name, address, date of birth and a unique reference
- Contact details, such as address, telephone number, email address
- Next of kin / guardian – their name, contact details and relationship
- Sensitive identifiers - ethnicity, sexual orientation, religion – optional, with your consent
- Clinical or health information, including mental health or disabilities – if this is relevant to your volunteering suitability or to enable us to make reasonable adjustments
- Education, employment or qualifications
- Financial information, including bank details
- Photographs for publication – this will always be with your explicit consent
- Website tracking information and 'cookies'
- Other

4. Where do we receive information about you from?

- Directly from you
- Other – we may verify information you give us with your supplied referees

5. Who has access to your information?

Information is only accessed when there is an authorised purpose.

- EitC Project staff and volunteers
- EitC administrators – to assign and process your volunteering
- Fundraising
- Marketing
- Project commissioner (the organisation funding an EitC project)
- Other

6. Who your information may be shared with?

- EitC Project staff and volunteers – as part of the team you're volunteering with
- EitC administrators
- Our Commissioners; organisation who fund our programmes
- Fundraising
- Marketing
- Project commissioner (the organisation funding an EitC project)
- Everton Football Club – who provide administrative support to EitC
- Other

Your information is not transferred outside of the European Economic Area

7. Is your consent required?

- Yes
- Consent is not required. We are required to collect your information to process your application; you can withdraw at any time by contacting the Volunteer Manager.

8. What rights to your information do you have?

- View / copies of the information – called subject access

Other rights you have may include:

- Rectify (correct and update your information)
- Erase (right to be forgotten)
- Restrict
- Object
- Data portability
- Objections to profiling and automated decision making

The Information is routinely retained for 6 years after your last volunteering, in accordance with the Everton Information Retention Policy

Contact the Data Protection Officer to exercise or discuss your rights

9. Additional Use

Your information will also be used for

- Marketing – you can opt out at any time
 - Statistical purposes – you will not be identifiable in reports
 - Other
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10. What to do if you have a complaint or require further information?

General enquiries about how your information is used, or for further Privacy notices, please contact the

Data Protection Officer:



07966 158 951



Data Protection Officer, Everton Football Club, Goodison Park, Liverpool, L4 4EL



Email address: dataprotectionofficer@evertonfc.com

A definition of terms and more details about your rights is contained with Tier One Privacy Notice available from www.evertonfc.com

11. Who regulates personal data processing?

The Information Commissioner's Office is the UK's independent body set up to uphold information rights.

Further information about their work and the legislation they cover is available from www.ico.org.uk or by contacting them on the helpdesk number 0303 123 1113