

## **Stoke-on-Trent Libraries and Archives – Volunteers**

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

At Stoke-on-Trent City Council we take your privacy seriously and will only keep and use your personal information for reasons law requires or allows. We are a data controller for the personal information we hold about you in relation to Stoke-on-Trent Libraries and Archives - Volunteers. In order to comply with data protection legislation we must be sure you understand how we use this information.

The purposes for which the data will be used are to enable you to apply to volunteer, or to volunteer for, Stoke-on-Trent Libraries and Archives. We are able to do this lawfully because it is in our legitimate interests to hold and use details of all our volunteers in order to support them and manage the projects they are volunteering for.

You should be aware that if you do not comply with our Volunteer Policies a record of this incident will be recorded and your personal information may be given to law enforcement authorities as part of a criminal investigation. We may also share this information with other parts of the council or other relevant organisations for purposes which may include enforcement.

Data protection law provides you with certain rights, however not all of these rights will be available to you in all situations. Where we are under a legal duty to use data for a particular purpose you will not have the right to prevent it being used in that way.

A full list of the rights you may have, under data protection law, is given below:

- You can ask to see the information we hold about you.
- You can ask what is being done with the information we hold about you.
- You can ask to have some of the data we hold about you deleted.
- You can ask us to review a decision made about you by a computer, and ask for a new decision to be made by a person.
- You can ask us to stop processing the data we hold about you.
- You can ask us to make changes to data about you that you believe is inaccurate.
- In some circumstances you can ask us to help you move your information to another organisation.

- You can ask us to restrict or limit what we do with your data, for example if you believe the data we hold is inaccurate, or if you believe the processing is unlawful.

If you wish to contact us in relation to any of your information rights, please contact the Information Rights Team at [foi@stoke.gov.uk](mailto:foi@stoke.gov.uk) or Information Rights Team, Floor 2, Civic Centre, Glebe Street, Stoke-on-Trent ST4 1HH.

If you wish to complain about how your personal information has been handled by Stoke-on-Trent City Council then please contact the Information Rights Team in the first instance using the details above. If you are not satisfied you can complain to the Information Commissioner's Office at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Tel: 03031231113