



BMBC PRIVACY NOTICE

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At BMBC we are committed to protecting and respecting your privacy. This Privacy Notice tells you what you can expect when BMBC collects your personal information. This notice applies to information BMBC collect in relation to Stronger Communities Service.

Stage one: Who are we?

The core purpose of the Stronger Communities Service is:

To build capacity and resilience amongst our communities and citizens enabling them to contribute towards a brighter future, a better Barnsley.

Within Stronger Communities, the teams / functions are:

6 Area Teams

The Area Teams are responsible for the area governance arrangements on behalf of the Council. This includes the Area Councils and their commissioning arrangements, Ward Alliances and community engagement and empowerment functions.

Stage two: What type of personal information we will collect from you

Volunteers

- Personal contact information such as name, address, telephone number and email address.
- Information about the types of volunteering opportunities that appeal to you

Grants and Commissioned Services

- Contract management communications contact information
- Contract information such as start dates, hours, post, roles, salary details
- Absence information such as dates and reasons

- Qualifications

We will not collect any information from you that we do not need to provide and oversee these services to you.

Stage three: Why do we need your personal information

We will use your personal information to:

Volunteers

- record community participation at volunteering events
- to enable us to contact you regarding volunteering opportunities

Grants and Commissioned Services

- enable us to build a comprehensive picture of the workforce and how it is deployed
- assess performance and to set targets
- enable individuals to be paid

Communication

We will always use a secure email when the view contains personal / sensitive information about you.

When sending out an email to lots of contacts we will BCC so that your email address is not visible to other recipients unless you are a member of an established group, for example the Ward Alliance.

If we text you we will not include any personal and sensitive information that will personally identify you and where you live.

Stage four: How we will collect your personal information

Volunteers

Your information will be collected from you at volunteering events when you will be requested to complete a volunteering registration form on arrival.

If you apply to join the Ward Alliance your data will be collected when you submit your 'Expression Of Interest Form' to join the Ward Alliance.

Grants and Commissioned Services

Your information will be collected as part of the tender/grant process.

Stage five: Our Legal Basis for processing your information

We collect and use your information under:

Volunteers

6(1)(a) – Consent of the data subject

Grants and Commissioned Services

6(1)(b) – Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

Withdrawing consent

Where we are processing your data with your consent you can change your mailing preferences or opt-out at any time you choose by simply contacting us.

Stage six: Why we may need to share your information

BMBC will not share your information with anyone without your consent unless the law and/or our policies allow us to do so for example, in the following circumstances:

- the law states that we can
- there is a risk of serious harm or threat to life
- we are directed by a court of law

Stage seven: Who we may share your information with

BMBC will not share your information with anyone without your consent unless the law and/or our policies allow us to do so for example, in the following circumstances:

- the law states that we can
- there is a risk of serious harm or threat to life

we are directed by a court of law

Stage eight: How long will your information be kept?

BMBC are required to keep your basic personal information (name, address, contact details etc.) for a period of 5 years, after which time it will be securely destroyed. The information we use for contacting you regarding stage three of this notice shall be kept securely, until you notify us that you no longer wish to receive this information. For more information on our retention schedule please visit [Barnsley Metropolitan Borough Council privacy notice](#).

Stage nine: What will happen if you fail to provide personal information?

As a volunteer you are not obliged to provide the Stronger Communities Service with your information if you do not wish to do so.

However if you do not provide your information to the service we will be unable to enter into a contract with you for a commissioned service or grant funding.

Stage ten: How to access and control your personal information

BMBC have a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the council to discuss how we use your information, please contact our Customer Feedback and Improvement Team by email at informationrequests@barnsley.gov.uk or by telephone on 01226 773555 and ask to speak with the above Team. If you are not satisfied with our response you may contact our Data Protection Officer on DPO@barnsley.gov.uk.

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at www.ico.org.uk