

Durham County Record Office Privacy Notice: Volunteers

Durham County Council

Transformation and Partnerships

Durham County Record Office collects, conserves, secures and makes accessible historical records relating to County Durham and Darlington to enable learning and education, business operations, local accountability, and personal enrichment.

Our volunteering programme is open to all, and we recruit volunteers following informal interview for specific projects or for general archive work. Tasks include researching stories, transcribing, indexing, simple cataloguing, cleaning, numbering and boxing archives.

We may collect the following types of Personal Data:

- Your name, address, email address, telephone number and other contact information that allow us to meet our organisational obligations
- Emergency contact details
- Your date of birth
- Your medical information relevant to your volunteering with us

We collect your Personal Data via a paper or online form:

- When you register with us as a volunteer

We obtain and process your Personal Data because:

- The data subject [you] has given explicit consent for us to obtain and process medical information relevant to your volunteering with us.
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [DCRO]

We use your Personal Data:

- To register you as a volunteer and to keep you safe while working for us. If you do not consent for us to obtain and process your medical information relevant to your volunteering with us, we may not be able to provide adequate support in case of an emergency.
- To help with research and planning of new projects
- To protect and secure the archives in our care

We do not share your Personal Data. We do not send personal information outside the EU.

The security of your personal information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. Our systems and networks control access to your

personal information. Our staff are trained in how to protect your information and when to report when something goes wrong.

We keep your information as a business record of your volunteering with us. We will keep your information for up to seven years after you stop volunteering with us.

At no time will your information be passed to organisations external to Durham County Council for marketing or sales purposes or for any commercial use without your prior express consent.

Your information rights are set out in the law. Subject to some legal exceptions, you have the right to:

- Have any inaccuracies corrected
- Have your personal data erased
- Place a restriction on our processing of your data
- Object to processing
- Request your data to be ported (data portability)

To exercise any of these rights, please contact the County Archivist in the first instance: liz.bregazzi@durham.gov.uk or by calling 03000 267620.

You also have the right to request a copy of the personal information Durham County Council holds about you. You can find information on how to do so [here](#).

To learn more about these rights please see the Information Commissioner's (ICO) website.

If something goes wrong with your personal information, or you have questions about how we use it, please contact the Data Protection Officer 03000 268050.

If we have not been able to deal with your complaint, you can also contact the:

Information Commissioner's Office

Wycliffe House

Water Lane

WILMSLOW

SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545745

Fax: 01625 524510