



Volunteer Tutors Organisation - Privacy Notice

At Volunteer Tutors Organisation we are committed to respecting and protecting the privacy and security of personal data and ensuring compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act (2018) and any subsequent legislation.

Why We Collect Data (Basis for Lawful Processing):

Volunteer Tutors Organisation holds personal data to advance our objectives to recruit, train, place, resource, and support volunteer tutors, to give one-to-one educational help and guidance to children and young people who need it the most.

How Personal Data Is Collected:

Volunteer Tutors Organisation collects personal data in different ways, predominantly through the tutoring application and matching process, the regular monitoring and feedback/evaluation of Tutoring relationships, provision of training and notification of events and opportunities relating to the support of the young people that the programme aims to benefit.

How Personal Data Is Stored:

Personal data is securely stored electronically and/or in paper form.

Purpose of processing:

Volunteer Tutors Organisation processes personal data in order to deliver relevant opportunities via our volunteers and partners; the processing will include running specific searches against a number of criteria from the information we have gathered.

Volunteer Tutors Organisation will not use any form of automated decision making when assessing such suitability for opportunities.

Volunteer Tutors Organisation will, on some occasions, process data for internal reporting and research purposes such as reviewing the number of candidates on our database. These reports will not be shared with third parties, but anonymised

reports may be discussed and shared (not including any specific personal data). Volunteer Tutors Organisation will process data to communicate with volunteers, partners, and staff members, informing them of relevant opportunities, updates and events required to implement our programmes and to the advancement of our objectives.

Data Retention:

Volunteer Tutors Organisation will retain your personal data only for as long as is necessary to fulfil the above objectives. Or if you are no longer using the service, your data will be deleted after 5 years. Different laws require us to keep different data for different periods of time and we may require balancing the retention of certain data with the broader interests and wellbeing of the children and young people whom we are assisting.

Sharing data:

Volunteer Tutors Organisation will not share your data with any third parties other than those with whom we have signed a formal data-sharing agreement.

For Pupils this will include schools/social workers/online tutoring platforms.

For Tutors – this will include Online Tutoring Platforms.

If we need to share your data outside of these categories, we will seek your explicit consent. Such consent can be withdrawn at any time.

Security of your personal information;

Volunteer Tutors Organisation stores your electronic data on secured platforms. Encrypted database backups are held off-site on a secure location and are subject to a regular clear-down schedule.

All the software used to process and store your data is password protected and is accessed by authorised personnel only.

Your rights:

Rectification and Erasure:

You have the right to choose who holds your data. If you no longer wish Volunteer Tutors Organisation to hold your data, you have the right to request to have any personal data we hold about you corrected and or deleted under certain circumstances. If this is the case, please communicate this in writing to admin@vtoscotland.org providing details of the data you wish to be corrected OR if you wish to have your data deleted. We will then respond within 30 days of receipt of request.

Subject Access Request (SAR):

If you wish to access the data we hold on you, please email admin@vtoscotland.org outlining the specific request and we will respond to you within 30 days of the receipt of the SAR.

Withdraw Consent:

Where you have consented to Volunteer Tutors Organisation processing your personal data you have the right to withdraw that consent at any time. To do so, please communicate this in writing to admin@vtoscotland.org

Please be aware that you also have the following data protection rights:

- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;

Complaints:

If you wish to complain about how Volunteer Tutors Organisation has processed your data or how we have dealt with any of your requests regarding your data, please contact admin@vtoscotland.org in the first instance. If you do not feel that your complaint has been resolved in a satisfactory manner, then you should subsequently contact the Information Commissioner's Office complaints helpline on 0303 123 1113.

Contacting us:

If you wish to contact us about any issues relating to your data, please email us at admin@vtoscotland.org