

## Data Privacy Statement for Interns & Volunteers

### Personal data

When you become an official volunteer for ministries without borders®, ministries without borders® will keep some data about you. This is “personal data”, because it is about you as a particular person, and it can be linked to you.

### What personal data do we hold?

ministries without borders® will keep personal data about you on three documents:

- 1) the **application form** you filled in to become an intern or volunteer. This records your name, address, contact details, next of kin, emergency contact, notes on health issues, availability, work experience or qualifications, if a DBS check was needed and unspent criminal convictions.
- 2) an **interview form** which we filled in at your intern or volunteer interview. This holds things like your name, any health issues or medication, next of kin, emergency contact, your previous work experience and qualifications, and whether you can drive. It would also hold notes regarding your suitability for the role (and if you should be taken on), stipend information and bank details (if you are successful).
- 3) a **confidentiality and data protection agreement** you signed once reviewing GDPR briefings.

In the event of a grievance, accusation or disciplinary matter, this will be recorded separately. This is the only data ministries without borders® will usually hold about you. We will not get data about you in any other way without your consent.

### How is your personal data kept safe?

Your data is kept on an online data storage system which can be accessed by the ministries without borders® Data Controller and trustees.

### What is your data used for?

Your data is only used for purposes directly relating to your internship / volunteering, particularly:

1. To work out the best opportunities for you
2. To contact you about you if we need to
3. To make sure you get the right medical care, if you are taken ill during your internship / when volunteering
4. To contact the right person, if you have an accident or are taken ill during your internship / when volunteering
5. To know that you have signed a confidentiality agreement, have been told about health and safety, and/or have given permission to be photographed

### **Does ministries without borders® have a right to your data?**

Under Data Protection legislation, ministries without borders® needs to have a “lawful basis” for keeping your data, and for using it. There are several types of “lawful basis”. One of them is called “performance of a contract”.

When you become an intern / volunteer, you enter into a “contract” (or agreement) with ministries without borders®. You undertake to play your part as an intern / volunteer; we undertake to look after you properly. To do this, we need to hold data about you. That is why the lawful basis for holding your data is “performance of a contract” as well as legitimate interest.

### **Who can see your data?**

The only people who have access to your data are ministries without borders® Data Protection Officer and trustees. We are as careful as possible to make sure no one else has access to your data.

### **How long will your data be kept?**

Your data is kept while you are an intern or volunteer with ministries without borders® and will be kept indefinitely as long as you are happy to receive communications. This is so that we can contact you, if we need to ask you any questions about your time as an intern / volunteer and it also helps us if you ask us for a reference, because you are applying for a job or another volunteer position.

At any time you can withdraw consent. If you do that, we will take your details off the mailing list. We may keep enough of your details to make sure we don't send you any information by mistake. All emails sent via our ChurchSuite or MailChimp accounts will contain an unsubscribe option.

We may keep records of any grievance, dispute or accusation indefinitely.

### **Who can you speak to if you have questions?**

If you have questions about your data, and what we do with it, you should contact our Data Protection Officer: [dpo@ministrieswithoutborders.com](mailto:dpo@ministrieswithoutborders.com)

### **What rights do you have?**

You have a number of rights under Data Protection legislation:

1. **Right to know what data we hold**

You have a right to know what personal data we hold about you.

This Data Privacy Statement describes the data that we will hold. But you can ask if we have any other data about you which is not covered by this Data Privacy Statement.

2. **Right to have a copy of the data we hold**

You can ask for a copy of the data we hold about you. This is called a “Subject Access Request”.

If you make a “Subject Access Request”, we will give you a copy of all the data we hold about you.

We will do this within one month. If it helps, we will give you the data in a computer file.

3. **Right to object**

You can object if you think we are using your data in the wrong way.

You can also object if you think we don't have “lawful grounds” for using your data.

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Website: [www.ministrieswithoutborders.com](http://www.ministrieswithoutborders.com)  
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We will give you a statement explaining why we use your data and explaining the “lawful grounds”.

If you are still not happy, you can complain to the [Information Commissioner’s Office](#).

If we find we are using your data in the wrong way, we will stop immediately and stop it happening again.

4. Right to have your data corrected

If you think there is a mistake in your data, please tell us. You have a right to have it corrected.

We may need to check what the correct data is, but will put right any mistakes as soon as possible.

5. Right to be forgotten

If your personal data is no longer needed or if you withdraw your consent it will be erased.

Finally, if anything happened to your data that could be a risk to you, we will tell you as soon as possible.

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