

## HOW YOUR INFORMATION WILL BE USED

Your Relationship with Volunteer Now	What Information	Purpose of Collection	Lawful Basis for Processing	Shared With
<b>Potential or existing volunteer</b>	Name, contact details, financial details (if applicable)	Registration for Volunteer Opportunities; Payment of expenses (if applicable)	Performance of Contract	Volunteer Involving Organisations; Finance Officer (financial details if applicable); Volunteer Supervisor
<b>Youth volunteer</b>	Name, contact details, school (if applicable)	Registration for Volunteer opportunities and projects; MV Certificates	Performance of Contract	Volunteer Involving Organisations; Youth Team staff
<b>Membership of Volunteer Now</b>	Name, organisation, contact details	Registration for Membership services	Legitimate Interests	Relevant staff at Volunteer Now
<b>Voluntary and Community Organisations</b>	Name, organisation, contact details	Registration of opportunities; provision of services e.g. queries; Send information including marketing	Legitimate Interests Consent	Outreach Support Officer; Relevant staff at Volunteer Now
<b>Training Participant</b>	Name, organisation, contact details	Registration for Training; Invoicing; Accreditation	Performance of Contract	Relevant Trainer and venue; Finance Department; Accreditation Body
<b>Visitors to website</b>	IP address	Analysis of usage	Performance of Contract	Details not shared

<b>Access NI Umbrella Body User</b>	Name, organisation, contact details, Access NI applicant details	Completion of Access NI checks on behalf of organisation	Legal Obligation; Performance of Contract	Relevant staff at Volunteer Now, Access NI Signatories
<b>User of Driving, Befriending or other Service</b>	Name, contact details, relevant medical information	Provision of Driver/ Befriender services	Performance of Contract	Relevant staff (medical info) and Volunteers at Volunteer Now
<b>Supplier or Business Partner</b>	Name, organisation, contact details, finance information (if applicable)	Provision of goods and services	Performance of Contract	Relevant Staff at Volunteer Now, Finance Department
<b>Associates and Trainers associated with partnership initiatives</b>	Name, organisation, contact details, finance information (if applicable)	Provision of goods and services, communication	Performance of Contract	Relevant Staff at Volunteer Now, Finance Department
<b>Users of our social media</b>	Name, facebook or twitter addresses are held on platform	Analysis of usage	Performance of Contract	Details not shared
<b>Employee</b>	Contact details, HR record, finance info	Fulfilment of role, payment of salary	Performance of contract	HR, Finance, payroll/pension provider
<b>Board of Trustees</b>	Name, contact details	Communication regarding meetings, governance matters	Legal obligation	Relevant Staff at Volunteer Now