



MCR Pathways Volunteer Mentor Privacy Notice

At MCR Pathways we are deeply committed to respecting and protecting the privacy and security of personal data. This notice outlines how we collect, use, store and share your personal information in compliance with relevant legislation including the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

Why We Collect Data (Basis for Lawful Processing):

MCR Pathways collects personal data under the lawful basis of legitimate interests. Our legitimate interests are to advance our charitable objectives; to provide equality of education and skills outcomes, career opportunities and life chances for young people in need. This data is essential for us to:

- Enlist, manage and support volunteers and partners.
- Provide mentoring and support programmes for young people to find, grow and use their talents through education and learning.
- To ensure your safety and well being during your volunteering.
- To ensure the safety and welfare of the young people we work with.

How Personal Data Is Collected:

MCR Pathways collects personal data in different ways, predominantly through:

- The mentoring application and matching process
- Training sessions
- The mentoring relationship itself
- Notification of events and opportunities relating to our programme
- Mentor Volunteer Agreement
- Vetting and Safeguarding procedures through PVG or DBS

Types of Personal Data Collected

We collect various types of personal data which may include;

- Contact Information
- Demographic information
- Information related to your volunteering role or partnership
- Records of training attended and programme attendance
- Feedback and survey responses
- Emergency contact details
- Information relationship to criminal convictions and offences, obtained via background checks - PVG or DBS.

How Personal Data Is Stored:

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

**Purpose of processing:**

MCR Pathways processes personal data for the following specific purposes

- To facilitate and support mentor/mentee relationships
- To support tailored opportunities via our volunteers and partners which meet the individual needs and interest of the young people we serve.
- For administration and reporting purposes, such as reviewing attendance numbers. These reports will not be shared with third parties and will be but anonymised where possible, meaning they will not show specific personal data. Reports may be discussed and shared (not including any specific personal data).
- To assess your suitability for working with vulnerable young people, to ensure their safety and well being, and to comply with our statutory safeguarding obligations by conducting necessary background checks.
- To communicate important information, updates, event and opportunities
- To implement and advance our programme and charitable objectives
- To contact your nominated emergency contact in the event of an urgent Health and Safety incident involving you during your MCR Pathways mentoring activity.

MCR Pathways will not use any form of automated decision making when processing individual or sensitive data.

Data Retention:

MCR Pathways will retain your personal data only for as long as is necessary to fulfill the above purposes, and in line with our internal data protection retention policy. Different laws require us to keep different data for different periods of time and we may require to balance the retention of certain data with the broader interests and wellbeing of the young people whom we are supporting.

Sharing data:

MCR Pathways will not share your data with any third parties except in the following circumstances:

With your explicit consent: We will seek your specific consent where appropriate, and you have the right to withdraw this consent at any time.

With partner organisations: Only those whom we have signed a formal data-sharing agreement.

In emergency situations: In the event of a serious health or safety incident involving you.

With Disclosure/vetting bodies: As part of our safeguarding responsibilities .



When legally required: If compelled by law.

Security of your personal information;

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

Access to sensitive data, such as PVG and DBS records is highly restricted and only accessible by designated trained personnel.

International Data Transfers

MCR Pathways primarily processes and stores data within the UK. However, some of our third party service providers may store or process data outside the UK ie- EU.

MCR Pathways ensures appropriate safeguards are in place to protect your data.

Your rights

Rectification and Erasure:

You have the right to choose who holds your data. If you no longer wish MCR Pathways to hold your data, you have the right to request to have any personal data we hold on you corrected and or deleted. If this is the case, please communicate this in writing to privacy@mcrpathways.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 privacy@mcrpathways.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 MCR Pathways processing your personal data you have the right to withdraw that consent at any time. To do so, please communicate this in writing to privacy@mcrpathways.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 MCR Pathways has processed your data or how we have dealt with any of your requests regarding your data, please contact privacy@mcrpathways.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.

SMS Communication:

If you provide MCR Pathways with your phone number, we may use SMS as a way of sending periodic reminders and notifications.

Contacting us:

If you wish to contact us about any issues relating to your data please email us at privacy@mcrpathways.org