

## **PRIVACY NOTICE FOR ALL DATA PROCESSING ACTIVITIES**

### **PRO BONO VOLUNTEERS**

#### **Data Collection and Privacy Notice**

Aston University (“the University”) processes personal data as a “Data Controller” as defined in the Data Protection Act 1998 (“the DPA”) and the General Data Protection Regulation (Regulation (EU) 2016/679) (“the GDPR”). This notice relates to information about you which will be collected by the University and processed as described below. This notice may be updated at any time. You can download a pdf version of the most up to date version and our Data Protection Policy and Procedures at [www.aston.ac.uk/dataprotection](http://www.aston.ac.uk/dataprotection).

Your personal data will be processed in compliance with the Data Protection Act 1998, and from 25 May 2018 with the General Data Protection Regulation (GDPR).

#### **What we collect**

The personal data which we process includes personal details about you such as your name, contact details and history of legal work experience. It also includes details about programmes that you have volunteered for in the past and those that you have signed up to attend in future.

We may also process Information about your health and disability status if you have provided these. This is classed as “Sensitive Personal Data” under the DPA, and “Special Categories of Data” under the GDPR. This information will be used only to provide you with any adjustments you may need when you volunteer with us.

We may also process still and video images of you on our CCTV system. These will be used for security purposes only.

#### **Your rights**

Under the DPA and the GDPR you have certain rights over how your data is processed, including the right to know what information is processed about you and how it is processed.

Under the General Data Protection Regulation you will have the right of access to your personal information. You will also have additional rights i.e. the right to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances by the GDPR, and may be limited further by future UK legislation where data is only processed for research or statistical purposes.

#### **Automated decision-making**

The University will not use your personal data to make automated decisions about you. “Automated decisions” are defined as decisions made without human intervention.

#### **Data transfers to other countries**

Your personal data may be transferred to countries outside the European Economic Area for the purposes described above. Your personal data will only be transferred to countries whose

data protection laws have been assessed as adequate by the European Commission, or where adequate safeguards are in place to protect your personal data.

### **How we process your data**

The University will process your personal data for the following purposes.

#### **Purpose 1 – To register you as a pro bono volunteer**

We will process your personal data in order to register you as a volunteer and enable you to assist with University pro bono programmes, such as by informing you about appointment dates and training sessions. This may include processing of Special Category Data, which includes details about your disability status, if this is necessary in order to make adjustments to assist you in participating.

#### **Legal basis for processing your information for Purpose 1**

We will process your personal data for Purpose 1 on the grounds of our legitimate interests (GDPR Article 6(1)(f)). This means that we are allowed to process your name and contact details in order to assist us in running pro bono programmes. We will only process any Special Category Data you have provided it to us in the process of registering or working as a volunteer and we will only use it to assist you in participating in pro bono programmes.

#### **Purpose 2 – Security**

Your safety and security is very important to the University. We will therefore process your personal data, including images captured by CCTV, to ensure the safety and security of you and your possessions, and to secure the University's campus. In certain circumstances we may also use body-worn video cameras. The use of CCTV on our premises is governed by Aston University's CCTV Code of Practice which can be found at [\[LINK\]](#)

#### **Legal basis for processing your information for Purpose 2**

We will process your personal data for Purpose 2 on the grounds of our legitimate interest (GDPR Article 6(1)(f)).