

Ref	Section	Further details	Personal information held	Why is the data processed and what do we do with it?	What is the lawful basis for processing?	Potential transfer to third parties	Sensitive ?	What are the grounds for processing sensitive data	Source	Electronic/Paper based?	Where held?	PN	Retention period
58	liV Services	BD - Training orgs	Full name and or organisation	Contact information for the purposes of carrying out our training services	Legitimate interests	yes - ILM process if required			Training booking form and signing in sheet	Electronically and paper (time limited)	Salesforce, Eventbrite, filing cabinet & training box	Training and events	6 years for HMRC purposes and or duration of contract
59	liV Services	BD - Training orgs	Address	Contact information for the purposes of carrying out our training services	Legitimate interests	no			Training booking form	Electronically and paper (time limited)	Salesforce, Eventbrite, filing cabinet & training box	Training and events	6 years for HMRC purposes and or duration of contract
60	liV Services	BD - Training orgs	Telephone number	Contact information for the purposes of carrying out our training services	Legitimate interests	no			Training booking form	Electronically and paper (time limited)	Salesforce, Eventbrite, filing cabinet & training box	Training and events	6 years for HMRC purposes and or duration of contract
61	liV Services	BD - Training orgs	Job title / role	Contact information for the purposes of carrying out our training services	Legitimate interests	no			Training booking form	Electronically and paper (time limited)	Salesforce, Eventbrite, filing cabinet & training box	Training and events	6 years for HMRC purposes and or duration of contract
62	liV Services	BD - Training orgs	E-mail address	Contact information for the purposes of carrying out our training services	Legitimate interests	no			Training booking form	Electronically and paper (time limited)	Salesforce, Eventbrite, filing cabinet & training box	Training and events	6 years for HMRC purposes and or duration of contract
63	liV Services	BD - Training orgs	Organisations Income	Contact information for the purposes of carrying out our training services	Legitimate interests	no			Training booking form	Electronically and paper (time limited)	Salesforce, Eventbrite, filing cabinet & training box	Training and events	6 years for HMRC purposes and or duration of contract
64	liV Services	BD - Training orgs	Special requirements - Dietary	Contact information for the purposes of carrying out our training services	Consent/Legitimate interests/legal obligation	catering company	Yes	Explicit consent	Training booking form	Electronically and paper (time limited)	Salesforce, Eventbrite, filing cabinet & training box z: drive	Training and events	1 year in case info is requested
65	liV Services	BD - Training orgs	Special requirements - Learning	Contact information for the purposes of carrying out our training services	Consent/Legitimate interests/legal obligation	no	Yes	Explicit consent	Training booking form	Electronically and paper (time limited)	Salesforce, Eventbrite, filing cabinet & training box	Training and events	1 year in case info is requested
66	liV Services	BD - Training orgs	Special requirements - Access	Contact information for the purposes of carrying out our training services	Consent/Legitimate interests/legal obligation	no	Yes	Explicit consent	Training booking form	Electronically and paper (time limited)	Salesforce, Eventbrite, filing cabinet & training box	Training and events	1 year in case info is requested
67	liV Services	BD - Training orgs	Signature	Contact information for the purposes of carrying out our training services	Legitimate interests	no			booking form and Signing in Sheet	Paper and time limited	Filing cabinet and training box	Training and events	12 months or after all courses completed buy the individuals
68	liV Services	BD - Training orgs	Social media account names/addresses/handles	Contact information for the purposes of carrying out our training services	Legitimate interests							Training and events	
52	liV Services	Connections Programme	Full name	Business contact information for the purposes of carrying out our connections programme	Legitimate interests	yes - minutes and agenda			Eventbrite and email	Electronically	Salesforce, Eventbrite & Z-Drive	Training and events	3 year months for reporting stats to funders and tracking purposes
53	liV Services	Connections Programme	Org name	Business contact information for the purposes of carrying out our connections programme	Legitimate interests	yes - minutes and agenda			Eventbrite and email	Electronically	Salesforce, Eventbrite & Z-Drive	Training and events	3 year months for reporting stats to funders and tracking purposes
54	liV Services	Connections Programme	Telephone number	Business contact information for the purposes of carrying out our connections programme	Legitimate interests	no			Eventbrite and email	Electronically	Salesforce, Eventbrite & Z-Drive	Training and events	3 year months for reporting stats to funders and tracking purposes
55	liV Services	Connections Programme	E-mail address	Business contact information for the purposes of carrying out our connections programme	Legitimate interests	no			Eventbrite and email	Electronically	Salesforce, Eventbrite & Z-Drive	Training and events	3 year months for reporting stats to funders and tracking purposes
56	liV Services	Connections Programme	Special requirements	Business contact information for the purposes of carrying out our connections programme	Consent	Dietary requirements shared with catering company	yes	Explicit consent	Eventbrite and email	Electronically	Salesforce, Eventbrite & Z-Drive	Training and events	3 year months for reporting stats to funders and tracking purposes
57	liV Services	Connections Programme	Photos	Business contact information for the purposes of carrying out our connections programme	Legitimate interests	Social Media			Training room or events	Electronically	z drive , social media	Training and events	3 year months for reporting stats to funders and tracking purposes
171	CEO's office	Partnerships-Festival	Full name	Used to contact organisations for the purpose of organising, and delivering, volunteer festival activity	Legitimate interests				Excel/contacts list	Electronic	Z:\Volunteering Services & Projects\Partnerships Programme\Stirling Project\Volunteer Festival\Partnerships	Training and events	2 years following end of festival work
172	CEO's office	Partnerships-Festival	E-mail	Used to contact organisations for the purpose of organising, and delivering, volunteer festival activity	Legitimate interests				Excel/contacts list	Electronic	Z:\Volunteering Services & Projects\Partnerships Programme\Stirling Project\Volunteer Festival\Partnerships	Training and events	2 years following end of festival work
173	CEO's office	Partnerships-Festival	Full name	Used to contact organisations for the purpose of organising, and delivering, volunteer festival activity	Legitimate interests				Excel/contacts list - pop up shop	Electronic	Z:\Volunteering Services & Projects\Partnerships Programme\Stirling Project\Volunteer Festival\Partnerships\Pop Up Shop	Training and events	2 years following end of festival work
174	CEO's office	Partnerships-Festival	E-mail	Used to contact organisations for the purpose of organising, and delivering, volunteer festival activity	Legitimate interests				Excel/contacts list - pop up shop	Electronic	Z:\Volunteering Services & Projects\Partnerships Programme\Stirling Project\Volunteer Festival\Partnerships\Pop Up Shop	Training and events	2 years following end of festival work
175	CEO's office	Partnerships-Festival	Full name	Used to contact organisations for the purpose of organising, and delivering, volunteer festival activity	Legitimate interests				Excel/contacts list - steering group	Electronic	Z:\Volunteering Services & Projects\Partnerships Programme\Stirling Project\Volunteer Festival\Partnerships\Steering Group	Training and events	2 years following end of festival work

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176	CEO's office	Partnerships-Festival	E-mail	Used to contact organisations for the purpose of organising, and delivering, volunteer festival activity	Legitimate interests				Excel/contacts list -steering group	Electronic	Z:\Volunteering Services & Projects\Partnerships Programme\Stirling Project\Volunteer Festival\Partnerships\Steering Group	Training and events	2 years following end of festival work
177	CEO's office	Partnerships-Festival	Full name	Used to contact organisations for the purpose of organising, and delivering, volunteer festival activity	Legitimate interests				Application forms	Electronic	Z:\Volunteering Services & Projects\Partnerships Programme\Stirling Project\Volunteer Festival\Events\Open Works Fund	Training and events	2 years following end of festival work
178	CEO's office	Partnerships-Festival	Email	Used to contact organisations for the purpose of organising, and delivering, volunteer festival activity	Legitimate interests				Application forms	Electronic	Z:\Volunteering Services & Projects\Partnerships Programme\Stirling Project\Volunteer Festival\Events\Open Works Fund	Training and events	2 years following end of festival work
179	CEO's office	Partnerships-Festival	Address (business or personal)	Used to contact organisations for the purpose of organising, and delivering, volunteer festival activity	Legitimate interests				Application forms	Electronic	Z:\Volunteering Services & Projects\Partnerships Programme\Stirling Project\Volunteer Festival\Events\Open Works Fund	Training and events	2 years following end of festival work
180	CEO's office	Partnerships-Festival	Mobile Telephone number or business	Used to contact organisations for the purpose of organising, and delivering, volunteer festival activity	Legitimate interests				Application forms	Electronic	Z:\Volunteering Services & Projects\Partnerships Programme\Stirling Project\Volunteer Festival\Events\Open Works Fund	Training and events	2 years following end of festival work
181	CEO's office	Partnerships-Festival	Full name	Used to contact organisations for the purpose of organising, and delivering, volunteer festival activity	Legitimate interests				Public Liability Insurance Documents	Electronic	Z:\Volunteering Services & Projects\Partnerships Programme\Stirling Project\Volunteer Festival\Events\FAMILY DAY	Training and events	2 years following end of festival work
182	CEO's office	Partnerships-Festival	Email	Used to contact organisations for the purpose of organising, and delivering, volunteer festival activity	Legitimate interests				Public Liability Insurance Documents	Electronic	Z:\Volunteering Services & Projects\Partnerships Programme\Stirling Project\Volunteer Festival\Events\FAMILY DAY	Training and events	2 years following end of festival work
183	CEO's office	Partnerships-Festival	Address (business or personal)	Used to contact organisations for the purpose of organising, and delivering, volunteer festival activity	Legitimate interests				Public Liability Insurance Documents	Electronic	Z:\Volunteering Services & Projects\Partnerships Programme\Stirling Project\Volunteer Festival\Events\FAMILY DAY	Training and events	2 years following end of festival work
184	CEO's office	Partnerships-Festival	Mobile Telephone number or business	Used to contact organisations for the purpose of organising, and delivering, volunteer festival activity	Legitimate interests				Public Liability Insurance Documents	Electronic	Z:\Volunteering Services & Projects\Partnerships Programme\Stirling Project\Volunteer Festival\Events\FAMILY DAY	Training and events	2 years following end of festival work
	IIV Services	Employability Round Table	Names and email addresses	Used to contact organisations for the purpose of organising, and delivering, employability round table	Legitimate interests				Spreadsheet	Electronic	z drive	Training and events	2 years
	Research	Youth Volunteering Conference	Name and email address (conference delegates)	Collected as a record of event booking and in case delegates need to be contacted ; also to get in touch for the purpose of VS to conduct an evaluation of the conference	Legitimate interests	No			Delegates List	Electronic	z drive and Eventbrite	Training and events	2 years
	Research	Youth Volunteering Conference	Name, organisation and role (conference speakers)	Used to provide details of conferences speakers to delegates	Legitimate interests	Conference delegates	No	N/A	Conference speaker list	Electronic	Z Drive	Training and events	2 years