

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
Photographs, images, audio files	We use personal information in the following situations when you are recorded in our image(s), video(s) or audio: To help promote volunteering (the breadth of volunteering and diversity of volunteers) through illustrating real volunteers and volunteering in action; manage our relationship with you (for example customer services and support services) monitor, measure, improve and protect our content, website, applications, products, services, and information that you have requested from us; provide you with any information that we are required to send you to comply with our	Consent - we gain explicit consent for photographs or imagery to be used where an individual or a small groups of individuals are the focus of the image / video / audio.	Yes, this would be where we are involved in a joint initiative with partners and/or through marketing through other partner channels. We would make clear the extent of sharing through the consent notice.	No	N/A
Child Name				No	N/A
Child Age				No	N/A
Parent / Guardian Name				No	N/A
Adult Name				No	N/A
Are you over 18				No	N/A
Filming - photography purpose statement				No	N/A
Filming - photography IP statement				No	N/A
Child consent signed				No	N/A
Adult consent signed				No	N/A

<b>Personal information held</b>	<b>Why is the data processed and what do we do with it?</b>	<b>What is the lawful basis for processing?</b>	<b>Potential transfer to third parties</b>	<b>Sensitive?</b>	<b>What are the grounds for processing sensitive data</b>
Date consent obtained				No	N/A

Personal information held	Source	Electronic/Paper based?	Where held?	PN	Retention period
Photographs, images, audio files	Photographs, images, audio	Electronic and physical marketing materials (e.g. promotional leaflets),	Network drive (images, consent forms, consent register), SD cards, paper, emails	<a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-images-video-or-audio/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-images-video-or-audio/</a>	For the length of the marketing purpose and no longer than 3 years after the image / video / audio is captured.
Child Name	Photographs, images, audio	Electronic and physical marketing materials (e.g. promotional leaflets),	Network drive (images, consent forms, consent register), SD cards, paper, emails	<a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-images-video-or-audio/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-images-video-or-audio/</a>	For the length of the marketing purpose and no longer than 3 years after the image / video / audio is captured.
Child Age	Photographs, images, audio	Electronic and physical marketing materials (e.g. promotional leaflets),	Network drive (images, consent forms, consent register), SD cards, paper, emails	<a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-images-video-or-audio/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-images-video-or-audio/</a>	For the length of the marketing purpose and no longer than 3 years after the image / video / audio is captured.
Parent / Guardian Name	Photographs, images, audio	Electronic and physical marketing materials (e.g. promotional leaflets),	Network drive (images, consent forms, consent register), SD cards, paper, emails	<a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-images-video-or-audio/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-images-video-or-audio/</a>	For the length of the marketing purpose and no longer than 3 years after the image / video / audio is captured.
Adult Name	Photographs, images, audio	Electronic and physical marketing materials (e.g. promotional leaflets),	Network drive (images, consent forms, consent register), SD cards, paper, emails	<a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-images-video-or-audio/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-images-video-or-audio/</a>	For the length of the marketing purpose and no longer than 3 years after the image / video / audio is captured.
Are you over 18	Photographs, images, audio	Electronic and physical marketing materials (e.g. promotional leaflets),	Network drive (images, consent forms, consent register), SD cards, paper, emails	<a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-images-video-or-audio/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-images-video-or-audio/</a>	For the length of the marketing purpose and no longer than 3 years after the image / video / audio is captured.
Filming - photography purpose statement	Photographs, images, audio	Electronic and physical marketing materials (e.g. promotional leaflets),	Network drive (images, consent forms, consent register), SD cards, paper, emails	<a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-images-video-or-audio/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-images-video-or-audio/</a>	For the length of the marketing purpose and no longer than 3 years after the image / video / audio is captured.
Filming - photography IP statement	Photographs, images, audio	Electronic and physical marketing materials (e.g. promotional leaflets),	Network drive (images, consent forms, consent register), SD cards, paper, emails	<a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-images-video-or-audio/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-images-video-or-audio/</a>	For the length of the marketing purpose and no longer than 3 years after the image / video / audio is captured.
Child consent signed	Photographs, images, audio	Electronic and physical marketing materials (e.g. promotional leaflets),	Network drive (images, consent forms, consent register), SD cards, paper, emails	<a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-images-video-or-audio/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-images-video-or-audio/</a>	For the length of the marketing purpose and no longer than 3 years after the image / video / audio is captured.
Adult consent signed	Photographs, images, audio	Electronic and physical marketing materials (e.g. promotional leaflets),	Network drive (images, consent forms, consent register), SD cards, paper, emails	<a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-images-video-or-audio/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-images-video-or-audio/</a>	For the length of the marketing purpose and no longer than 3 years after the image / video / audio is captured.

<b>Personal information held</b>	<b>Source</b>	<b>Electronic/Paper based?</b>	<b>Where held?</b>	<b>PN</b>	<b>Retention period</b>
Date consent obtained	Photographs, images, audio	Electronic and physical marketing materials (e.g. promotional leaflets),	Network drive (images, consent forms, consent register), SD cards, paper, emails	<a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-images-video-or-audio/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-images-video-or-audio/</a>	For the length of the marketing purpose and no longer than 3 years after the image / video / audio is captured.