

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
FirstName	We use personal information in the following situations when you register interest in a volunteer opportunity from our website: provide any information and services that you have requested; 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 regulatory or legal obligations; deliver marketing,	Consent - we process this information through explicit consent. The process is captured through an Opportunity Register for Interest form and the information used to create an email to the owner / key contact of the opportunity. The information is then stored on a mail server as having been sent.	No	No	N/A
Surname			No	No	N/A
Address			No	No	N/A
Town / City			No	No	N/A
Postcode			No	No	N/A
Email			No	No	N/A
Phone number			No	No	N/A
Message			No	No	N/A

Personal information held	Source	Electronic/Paper based?	Where held?	PN	Retention period
FirstName	website	Electronic	Mail server	<a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-opportunity-registrations/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-opportunity-registrations/</a>	1 year after creation
Surname	website	Electronic	Mail server	<a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-opportunity-registrations/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-opportunity-registrations/</a>	1 year after creation
Address	website	Electronic	Mail server	<a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-opportunity-registrations/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-opportunity-registrations/</a>	1 year after creation
Town / City	website	Electronic	Mail server	<a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-opportunity-registrations/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-opportunity-registrations/</a>	1 year after creation
Postcode	website	Electronic	Mail server	<a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-opportunity-registrations/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-opportunity-registrations/</a>	1 year after creation
Email	website	Electronic	Mail server	<a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-opportunity-registrations/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-opportunity-registrations/</a>	1 year after creation
Phone number	website	Electronic	Mail server	<a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-opportunity-registrations/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-opportunity-registrations/</a>	1 year after creation
Message	website	Electronic	Mail server	<a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-opportunity-registrations/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-opportunity-registrations/</a>	1 year after creation