

| 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 |
|---------------------------------|---|--|-------------------------------------|------------|--|
| Name                            | <p>We use personal information in the following situations when you provide us with your volunteering story:</p> <p>provide any information and services that you have requested; manage our relationship with you (for example customer services and support services);</p> <p>monitor, measure, improve and protect our content, website, applications, products, services, and information that you have requested from us;</p> <p>provide you with any information that we are required to send you to comply with our regulatory or legal obligations;</p> | <p>Legitimate interest - we provide a marketing service for the individual (to promote a volunteer story through our website and social media) and require the information captured in order to provide that service effectively. The level of information captured and processing of same would be reasonably expected by the individual.</p> | No                                  | No         | N/A  |
| Charity / Organisation          |   |  | No                                  | No         | N/A  |
| Email                           |   |  | No                                  | No         | N/A  |
| Your story                      |   |  | No                                  | No         | N/A  |
| Image                           |   |  | No                                  | No         | N/A  |
| Consent from DP IP perspectives |   |  | No                                  | No         | N/A  |

| Personal information held       | Source                  | Electronic/Paper based? | Where held?                   | PN  | Retention period   |
|---------------------------------|-------------------------|-------------------------|-------------------------------|---|--|
| Name                            | Hello emails; web forms | Electronic              | Website database, mail server | <a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-volunteer-stories/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-volunteer-stories/</a> | We will retain your personal data for no more than 5 years after the publish date. |
| Charity / Organisation          | Hello emails; web forms | Electronic              | Website database, mail server | <a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-volunteer-stories/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-volunteer-stories/</a> | We will retain your personal data for no more than 5 years after the publish date. |
| Email                           | Hello emails; web forms | Electronic              | Website database, mail server | <a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-volunteer-stories/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-volunteer-stories/</a> | We will retain your personal data for no more than 5 years after the publish date. |
| Your story                      | Hello emails; web forms | Electronic              | Website database, mail server | <a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-volunteer-stories/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-volunteer-stories/</a> | We will retain your personal data for no more than 5 years after the publish date. |
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| Consent from DP IP perspectives | Hello emails; web forms | Electronic              | Website database, mail server | <a href="https://www.volunteerscotland.net/privacy-notices/privacy-notice-volunteer-stories/">https://www.volunteerscotland.net/privacy-notices/privacy-notice-volunteer-stories/</a> | We will retain your personal data for no more than 5 years after the publish date. |