

Section	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
Volunteer Support Pot	Name, telephone number, email address, postal address and signature	In order to assess, administer applications and make payments for Volunteer Support Pot (monies) in relation to volunteering undertaken.	Legitimate interests	Event or volunteer organisers in relation to specific use of the support fund	No	To process the application and assess the claim	Web forms, telephone
Volunteer Support Pot	Marital status, number and age groups of children, receipt of specific benefits, annual income, description of why you qualify for support	In order to assess, administer applications and make payments for Volunteer Support Pot (monies) in relation to volunteering undertaken.	Legitimate interests	Event or volunteer organisers in relation to specific use of the support fund	No	To process the application and assess the claim	Web forms, telephone
Volunteer Support Pot	Descriptions of what the support would be used for, the value of the claim, the volunteering role and shifts undertaken	In order to assess, administer applications and make payments for Volunteer Support Pot (monies) in relation to volunteering undertaken.	Legitimate interests	Event or volunteer organisers in relation to specific use of the support fund	No	To process the application and assess the claim	Web forms, telephone
Volunteer Support Pot	Information about your health: when we ask you about your support needs, you may provide us with information that relates to your health in terms of disability, physical or mental health.	In order to assess, administer applications and make payments for Volunteer Support Pot (monies) in relation to volunteering undertaken.	Consent / Legitimate interests	No	Yes	To process the application and assess the claim	Web forms, telephone
Volunteer Support Pot	Bank account details	In order to assess, administer applications and make payments for Volunteer Support Pot (monies) in relation to volunteering undertaken.	Legitimate interests	No	No	To process the application and assess the claim	Web forms, telephone

Section	Personal information held	Electronic/Paper based?	Where held?	PN	Retention period
Volunteer Support Pot	Name, telephone number, email address, postal address and signature	Electronic	CRM Salesforce	Volunteer Support Pot	3 months after the end of the volunteering event
Volunteer Support Pot	Marital status, number and age groups of children, receipt of specific benefits, annual income, description of why you qualify for support	Electronic	CRM Salesforce	Volunteer Support Pot	3 months after the end of the volunteering event
Volunteer Support Pot	Descriptions of what the support would be used for, the value of the claim, the volunteering role and shifts undertaken	Electronic	CRM Salesforce	Volunteer Support Pot	3 months after the end of the volunteering event
Volunteer Support Pot	Information about your health: when we ask you about your support needs, you may provide us with information that relates to your health in terms of disability, physical or mental health.	Electronic	CRM Salesforce	Volunteer Support Pot	3 months after the end of the volunteering event
Volunteer Support Pot	Bank account details	Electronic	CRM Salesforce	Volunteer Support Pot	3 months after the end of the volunteering event