



## Staff, Volunteer and Supporter Privacy Notice

### Who we are and how can you contact us?

We are Harry's Rainbow.

This is our privacy notice for staff and volunteers/supporters. It explains what we do with information we hold about you. We promise to keep your information confidential and to keep it secure and only allow people with a genuine need within and outside our organisation to access it.

We are registered with the charities commission under number 1194917.

Our offices are at:

Suite 645, Milton Keynes

Business centre, Foxhunter Drive, Linford Wood, Milton Keynes, MK14 6GD.

You can contact our Data Protection Lead on

01908 061676 or by email to [dataprotection@harrysrainbow.co.uk](mailto:dataprotection@harrysrainbow.co.uk)

Owner: Odette Mould	Approval Date: 14/04/2025
Approved by: Board	Next Review Date: 14/04/2026



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### Why do we need information about you and what information do I hold about you?

The three tables below explain the information we use about you and how/why we use it.

#### Staff information:

Type of information	How we use it
Contact information: your name, address, email address, phone number(s)	As part of our employment contract and under the rules set by employment law we need to hold this information to be able to communicate with you about the job you do for Harry's Rainbow.
Bank details, pension details and tax details	As part of our employment contract and under the rules set by employment, pensions and tax regulations we need to hold this information to be able to pay you and ensure your pension contributions and tax payments are made.
Qualifications, employment history, annual leave and performance information	As part of our employment contract and for Harry's to ensure you are the right person for the role we offer you, that you have the qualifications we need for the role and to ensure you are supported in your role.
Type of sensitive information	How we use it
Ethnicity, health/sickness absence/disability	We are required by law to request ethnicity and disability information in employment of staff (although you are not obliged to provide it). We hold information about your health, disabilities and sickness absence to ensure you are supported in your role with Harry's Rainbow.
DBS details	Where required for the role we will undertake DBS checks on staff, volunteers/board members and will hold the minimum data necessary to ensure we are keeping our staff/volunteers and families safe.

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## Staff, Volunteer and Supporter Privacy Notice

### Volunteer information:

Type of information	How we use it
Contact information: your name, address, email address, phone number(s)	As part of our volunteer agreement we need to hold this information to be able to communicate with you about the volunteer role you do for Harry's Rainbow.
Bank details/expenses payment information	As part of our volunteer agreement we need to hold this information to be able to pay you any expenses owed.
Qualifications, employment history information	As part of our volunteer agreement and for us to ensure you are the right person for the volunteer role we offer you, that you have the qualifications we need for the role and to ensure you are supported in your role.
Type of sensitive information	How we use it
Ethnicity, health/disability	We are required by law to request ethnicity and disability information in recruitment of volunteers (although you are not obliged to provide it). We hold information about your health, disabilities to ensure you are supported in your volunteer role with Harry's Rainbow.
DBS details	Where required for the role we will undertake DBS checks on volunteers/board members and will hold the minimum data necessary to ensure we are keeping our staff/volunteers and families safe.

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## Staff, Volunteer and Supporter Privacy Notice

### Supporters Information:

Type of information	How we use it
Contact information: your name, address, email address, phone number(s)	To keep you informed about our fundraising and projects that you might like to consider supporting.  We may also send you newsletters about our services and projects if you have signed up. We will only do these things with your consent.
Donations/finance information	As part of our responsibilities under UK financial regulations we are required to keep details of donations/sponsorship and other payments made to Harry's Rainbow.

### Who do we share your information with?

**Staff information** will be shared with our HR and payroll suppliers (who are bound by contracts with us only to use your data in the ways we instruct them to) and with the tax office, health and safety executive and other agencies where the law requires us to.

We may be required to share some information about staff with our insurers or other companies who provide us with services to support you in your role.

**Volunteer information** may be shared internally to support the running of our services but is not normally shared outside of the organisation.

**Supporter information** may be shared if we use any external marketing firm to produce our newsletters or updates on our fundraising activities, we may share limited information with them to contact you, but you will always be provided with an opt out and they are only permitted to use any data we provide on our strict instructions.

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We use Stripe, PayPal, Donorfy, Eventbrite and Go cardless for our fundraising events, activities and donations. We have provided links to their privacy information below. As they are all controllers in their own right we do not control how they use any data you provide them in supporting us.

[Stripe Privacy Notice](#)

[PayPal Privacy Notice](#)

[Donorfy Privacy Notice](#)

[Eventbrite Privacy Notice](#)

[Go cardless Privacy Notice](#)

### Socials and connecting online

If you chose to communicate with us via social media ([Facebook/Messenger/WhatsApp](#), [Twitter/X](#), [Instagram](#)) please be aware that your data will also be held and used by the social media provider. You should ensure you read their privacy notices carefully and agree to their terms and conditions before you contact me in this way. We will not ask you for sensitive information this way.

### Where do we store your information and how long do we keep it?

Your personal data is held securely in the UK and in the EU/USA where appropriate steps have been taken to keep it safe.

**Staff information** is kept for a minimum of six years after you terminate your employment with Harry's Rainbow. Pension information will be held for much longer and tax information is held for a minimum of 7 years.

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**Volunteer information** will usually be held for no more than six years after you terminate your volunteering with us. Any payments information is held for 7 years from the year of the payment for tax and accounting purposes.

**Supporter information** is held for no more than 7 years after your last donation or fundraising event for us and you can ask us not to contact you or hold other information of a non financial purpose at any time.

### Your rights and complaints

You have a number of rights over the use of your personal information. You can find out about that here: [For the public | ICO](#). If you want to speak to us about your rights, how you exercise them, or have any complaint about how we use your personal information you can contact us using the details at the top of this notice.

You have the right to [complain to the Information Commissioner](#) if you are unhappy with the way we use your data, but they will expect you to try to resolve any issue with us first.

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