

Under the Data Protection legislation, we must explain why we are collecting your personal information and what we are doing with it.

In order for you to volunteer with us we need to be able to identify you and contact you, so we ask for your name, address, date of birth, phone number and email address. You can choose how you wish to be contacted. You can unsubscribe from any newsletters by emailing [diane.moore@suffolklibraries.co.uk](mailto:diane.moore@suffolklibraries.co.uk). We will not share your information with any third party unless there is a legal obligation to do so. You may ask to see all your information we hold by completing a subject access form and if you have any concerns, you may contact the Compliance Manager, [Gareth.lewry@suffolklibraries.co.uk](mailto:Gareth.lewry@suffolklibraries.co.uk)

### **What Suffolk Libraries does with your information.**

We will use your information to contact referees when taking up references and in connection with contacting the Disclosure and Barring Service (DBS) if this is required for the role you are involved with. This information will be kept on file while you continue to volunteer with us. When you leave it will be deleted securely. We will use some of your information e.g., age and gender in an anonymised format for statistical and reporting purposes. We may contact you with information that will help you in your role such as training or stock suggestions if you are a Home Library Service volunteer. We may also send you newsletters and invitations to events.

### **Protecting your information.**

We are committed to keeping your information secure and we have appropriate physical, electronic and managerial procedures in place to prevent loss, unauthorised access or disclosure.

**Our full privacy notice is available [here](#)**