Volunteer Privacy Notice

Glasgow Mena Cultural and Welfare Trust | Scottish charity SC043481

We respect your privacy. This notice explains how we use personal information when you register to volunteer or volunteer with Mena Centre. The data controller is Glasgow Mena Cultural and Welfare Trust, 83-85 Lister Street, Glasgow G4 0BZ.

What information do we collect?

When you register, we collect your name, contact details, age group, interests and availability, plus any skills or support needs you choose to tell us. For volunteers under 18, we also ask for parent or carer details. If you take on a role, we may collect induction, attendance and emergency-contact information. Certain roles require additional references, identity and safeguarding checks, including PVG membership where legally required.

Why do we use it?

We use your details to respond to your interest, identify suitable opportunities, organise activities, support you and keep volunteers and participants safe. Ordinary volunteer administration is generally based on our legitimate interests. Some safeguarding checks are required by law; other sensitive information is handled only where an appropriate legal condition applies. We do not sell your information or use it for unrelated marketing.

Who can access your information?

Only authorised Mena staff or volunteer leads who need it for their duties. Where necessary, we may share relevant details with Disclosure Scotland, referees, safeguarding authorities, emergency services or trusted service providers, such as Google for our online forms. We use appropriate safeguards where information is processed outside the UK.

How long do we keep it?

We retain information only for as long as it is needed for volunteering, safeguarding, legal or record-keeping purposes, then securely delete it. Unsuccessful enquiries are normally deleted after six months; general volunteer records are normally kept for up to two years after volunteering ends. Safeguarding records may be kept longer where required.

Your choices and rights

You can ask to see or correct your information, request deletion or object to certain uses, subject to legal exceptions. You can also withdraw consent where we rely on it. Tell us if you need to update your details or no longer wish to volunteer. You may complain to the Information Commissioner's Office at ico.org.uk.

Questions about your information?

Write to us at 83-85 Lister Street, Glasgow G4 0BZ or use the contact details on www.menatrust.org.uk.
For fuller details, see the Mena Trust Privacy Policy.