

## CIP Volunteer data handling and privacy

### Data protection

For information on the University's data protection policies and procedure please see [www.information-compliance.admin.cam.ac.uk/data-protection](http://www.information-compliance.admin.cam.ac.uk/data-protection).

Volunteers may sign up for email-based marketing mailing lists according to the preferences they express at the time of signing up. This is to keep them informed about upcoming courses, events and other activities at CIP and the Faculty of Divinity that may be of interest.

Volunteers may opt out of receiving further marketing information at any time by emailing your request to the CIP team: [cip@divinity.cam.ac.uk](mailto:cip@divinity.cam.ac.uk).

### Data retention

Volunteers may request copies of personal data kept by CIP in accordance with the timetable stated below. At the end of the retention period, data are either destroyed or anonymised and used for statistical analyses, unless subject to an appeal or complaint.

All requests for copies of personal data held by CIP should be directed in writing to the CIP team ([cip@divinity.cam.ac.uk](mailto:cip@divinity.cam.ac.uk)) in the first instance. Proof of identity may be required.

Release of data under this policy does not constitute a formal subject access request under data protection legislation. Requests for access to all other personal data should be directed to the University Data Protection Office at [data.protection@admin.cam.ac.uk](mailto:data.protection@admin.cam.ac.uk).

Data	Retention time
Volunteer record (electronic and/or paper) including: <ul style="list-style-type: none"><li>• Personal details</li><li>• Volunteering agreement (signed)</li><li>• Volunteering log (cumulative)</li></ul>	1 September in year of volunteer engagement + 6 years
All documents relating to volunteers' appeals and complaints	Last action on complaint + 6 years

Volunteers (past and present) may request early deletion of data at an earlier date. Such requests should be directed in writing to the CIP team ([cip@divinity.cam.ac.uk](mailto:cip@divinity.cam.ac.uk)). Deletion of an agreement will also terminate the agreement. Volunteers are asked to note that deletion of information from the log may impact the capacity of CIP to provide substantive references.

For further information, please see: <http://www.information-compliance.admin.cam.ac.uk/data-protection/subject-access-request>

NB While volunteers are typically also students at the University of Cambridge, volunteer records will be held separate from any student record.