



What we do with the information supplied:

It is an important requirement of our registration with Special Olympics International (SOI) that we maintain a register of our volunteer workforce, so the information captured on the forms is recorded in a central register.

In order to comply with our responsibilities under the Data Protection Act, this is reviewed regularly (currently once every four months) to ensure we keep it as up to date as possible. We do this by liaising with Volunteer Co-ordinators in each group, but individual volunteers can also take responsibility for informing us of a change in any of their details at any time.

The exceptions to this are:

- Equal Opportunities Monitoring form - where the information is recorded in a separate file and is anonymous. The data is analysed to monitor the operation of our equal opportunities policy.
- Competition Volunteer Form – where the information is still recorded in a central register, but is reviewed and updated each time the volunteer registers to attend an event, or once a year. Where we review annually, we write to the individual primarily to confirm that they still wish to stay on our register and that we have their up-to-date contact details.

The volunteer data is used to provide a view of the 'health' of our volunteer workforce in terms of numbers of volunteers, by group and region, numbers of each role type and age profile. This information is tabled at the National Executive Committee (NEC) meetings. We are currently looking to developing this analysis to support both workforce planning and succession planning.