

Student Volunteering Student Data Collection Notice

This document provides information about how the King's Volunteering Team, a part of King's College London ("we", "our", or "us") processes student data through the student lifecycle. Student data here means personal data collected from the point of expression of interest, application, enrolment, and/or registration to undertake a volunteering opportunity through the facilities provided by King's College London right through to after your volunteering has ended.

We facilitate volunteering opportunities for students at the University to engage with local organisations, and log hours with their chosen organisation.

Any data-processing and sharing by King's College London will be carried out in compliance with the College's [data protection policy and procedure](#).

If you would like to contact us regarding this Notice, please email: volunteer@kcl.ac.uk.

What information do we hold about you?

The university keeps a record of the information provided by you on application and enrolment. From the moment you contact us a record is created in your name. We will also maintain records about your studies at King's, and about your use of academic and non-academic facilities and services that we offer.

List of student data that the King's Volunteering team collects:

- Full Name
- Education Level
- Faculty
- Graduation Date

List of student data that the King's Volunteering team processes in a pseudo-anonymised format, for internal business analysis:

- Education Level
- Faculty
- Graduation Date
- Age
- Disability
- Ethnicity
- Gender
- Nationality
- School
- Sexual orientation
- Undergrad / Postgraduate
- Year of Study

How do we use your information, what is the legal basis, and who do we share it with?

Fundamentally, the University's student data processing is carried out to facilitate, support, and improve the student experience. The interests of our student body are at the heart of everything we do with your information.

Our provision of an integrated and effective student service at King's includes multiple internal teams in addition to our central student service teams. Your personal information will be shared by us internally within King's on a need-to-know basis and in compliance with the [King's Data Protection Policy and Procedure](#). We may share your special category data with relevant teams within the University on the grounds of substantial public interest, where that applies.

Under the below subheadings you will find a high-level overview of the main processing activities the university carries out, how your personal information will be used by the University, what our lawful justifications are and details of external parties we share your information with, in regard to such activities. The processing activities are listed under subheadings representing the overall purpose of the processing activities carried out by the university.

We use your personal data for the following purposes:

- To register you with the volunteering service.
- Enhancing the user experience of King's Volunteering by understanding which causes matter most to students and which opportunities resonate with them.
- Gaining deeper insights into the impact of volunteering on students' experiences at King's, including career development and well-being. This includes your volunteer status being included in analysis of Settling into King's and Mental Health and Wellbeing Survey responses.
- Providing you with relevant information to enhance your volunteering experience.
- Improving our engagement efforts to ensure more students across the university participate in volunteering opportunities.

We use your Special Category Data for the following purposes:

- To monitor the uptake in volunteering opportunities by demographics, to better understand and improve our service.

Your legal basis for processing the personal data

Data protection legislation allows us to use your personal information in this way because:

- (1) it is required to deliver an agreement (or 'contract') we have with you.
- (2) we are required to do this by law.
- (3) it is required for our public purpose as a teaching and research institution.
- (4) it is in our (or another organisation's) legitimate interests, and that interest is not overridden by your interests and rights.

Furthermore, data protection legislation allows us to use your Special Category Data in this way to:

(1) Monitor Equality of opportunity or treatment, as a substantial public interest.

This processing will not lead to any measures or decisions taken against any one individual but will instead look at whole cohorts. This processing is not likely to cause any damage or distress to an individual.

How long personal data will be kept, or the criteria used to determine how long data will be kept.

The King's Volunteering Team will keep your volunteering registration details for five years.

All processing will adhere to the [Universities Records Retention Schedule](#).

Third Party Sharing

The King's Volunteering platform is managed by a third-party company, Open Campus, you can see their Privacy Policy here: [Privacy Policy and Terms of Use | OpenCampus](#).

We may also share aggregated data with our volunteer partner organisations when requested, with data that will not identify you.

Automated Decision Making

We do not use any form of automated decision making.

What are your rights and who can you contact if you have a concern?

To find out more about how the university deals with your personal information, including your rights and who to contact if you have a concern, please see the university's core privacy notice at <https://www.kcl.ac.uk/terms/privacy.aspx>.