King's Volunteering
Data protection and privacy policy

King's College London is committed to protecting and respecting your privacy, whether you are a student, staff member or other person engaging with the university's services.

King's Volunteering is a service based within King's College London that has been designed to support staff, students, and alumni to engage in volunteering activities within our local, national and international community. This privacy notices sets out how any personal data that King's Volunteering will collect from you, will be processed by us.

The document will detail the basis on which any personal data that is submitted by you to King's Volunteering, may be passed on to other individuals within King's College London.

It will also detail how King's Volunteer will collect or process any personal data which is passed to us by individuals within King's College London, or by any third parties.

Please read the following carefully, to understand how we collect, process, and share your personal data.

What data is being collected?

When registering with King's Volunteering as a provider, you will be providing the service with the following identifiable data:

Full name
Email address (work)
Job title
Place of work and website

Purposes of processing your data

King's Volunteering will ask you to provide us with personal data for the purposes of promoting volunteering opportunities within your organisation to the wider King's community, which includes staff, students, and alumni.

We will need to collect your personal data to manage certain operations of the service, effectively. Your personal data will be used so that the King's Volunteering team are able to contact you with matters regarding your partnership with the university and we will also use this data to share information (including, but not limited to - events, news stories, opportunities) that are relevant and might be of interest to you. Your information will also be stored on the institutions central Customer Relationship Management System, which can be accessed by staff across university.

The processing of your personal data through King's Volunteering, will enable us to support you in recruiting volunteers that will contribute to the mission, aims and objectives of your organisation.

Passing your details to individuals within King's College London

When signing up to King's Volunteering, your data will be placed on King's College London's centralised customer relationship management system.

As a civic university at the heart of London, there are several programmes, initiatives, and research projects, taking place across the university led by King's staff and students. It is possible that staff across the university may access information on the centralised customer relationship management system to communicate relevant opportunities to you.

How King's Volunteering will process any personal data shared with the service

As a volunteering service, it is possible that individuals or third parties share your personal data with the service, requesting the team to contact you with information about King's Volunteering, sharing information on the ways in which we can work together to the mutual benefit of both your organisation and King's College London.

In the case where your personal data is shared with King's Volunteering, the team will contact you directly informing you as to how your data was provided to us, how this is stored and the purpose of our communication. You will also be given the choice to unsubscribe or remove your data from our service.

The recipient or categories of recipients of the personal data

In signing up to King's Volunteering service, your personal data (name, contact details, organisation, policy documents) will be accessed by the King's Volunteering team.

Your personal data will also be made available to service users of King's Volunteering such as members of the King's community such as staff, students, alumni etc, to share information on the opportunity advertised and for them to raise any enquiries.

Your data will be stored on the universities system with appropriate safeguards and security measures.

How long will King's Volunteering store your data?

You can remove your data from King's Volunteering at any time, by contacting service@kcl.ac.uk.

King's Volunteering will remove personal data of any organisation that has not advertised opportunities using the service in two years. Certain parts of your data may be retained as a permanent archival record for research purposes.