Privacy Notice

Wales Council for Voluntary Action (WCVA) has developed this privacy notice in order to be as transparent as possible about the way we process your personal data.

This privacy notice has been written for the individuals whose personal information is being held by the People team.

We treat data privacy very seriously and comply with all aspects of the UK's data protection legislative framework which includes the European General Data Protection Regulation (GDPR) and the UK's own legislation, the Data Protection Act 2018.

All job applications are kept by WCVA, they are treated confidentially and stored securely. Information provided is used for the consideration of applications and Equal Opportunities monitoring. If successful in your application, they will form part of your personal staff record. If unsuccessful your application will be destroyed 12 months after the date of submission.

WHAT INFORMATION DOES THIS PRIVACY NOTICE CONTAIN?

We ask that you read this privacy notice carefully as it contains important information about:

- the data controller and who to contact if you have a query or complaint;
- what personal information is stored by WCVA;
- how and for what purposes the personal information held is used (this is known as processing);
- the lawful basis for such processing;
- how and from where we collect your personal information;
- who has access to the information
- third parties with whom we may share your personal information;

- how long we keep your personal information;
- information about your privacy rights.

DATA CONTROLLER

Wales Council for Voluntary Action is the Data Controller, ICO registration number Z6141301. This means we decide how your personal data is processed and for what purposes.

CATEGORIES OF PERSONAL INFORMATION

The following categories of personal information are held by WCVA for recruitment purposes

- first and last name
- your preferred salutation
- any honours that you have
- employment history
- qualifications
- contact address(es)
- contact email addresses(es)
- contact telephone number(s)
- your language preference (Welsh or English)

We also keep details of your gender, racial or ethnic origin and physical or mental health condition, if you have provided these to us. However, these are separated from your personal information upon receipt.

WHAT IS THE PERSONAL INFORMATION USED FOR?

The main purpose of collecting your personal data is to establish suitability for employment and record recruitment statistics.

THE LEGAL BASIS

We will only store your personal information where we can do so lawfully. The data protection legislative framework provides for a limited number of reasons for processing personal information.

We are relying on the following lawful basis to process your personal data:

- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract

The data protection legislative framework contains specific provisions that enable us to process information about your gender, racial or ethnic origin and physical or health condition to monitor diversity on an anonymised basis. The lawful basis we rely on the process this data is:

- the data subject has given explicit consent to the processing of those personal data

Your consent may be easily withdrawn, and you can do this by contacting People@wcva.cymru. If you refuse to consent to providing this information, it is without detriment to you.

SOURCES OF INFROMATION

The information contained in the application form may be added to information that has come from a variety of sources including:

- information obtained directly from you
- information obtained from organisations that are members of or have an association with us - it may be that you work for one of these organisations or volunteer for them and the organisation has provided a reference for you
- information that is publicly available including from on-line sources and social media

SHARING YOUR PERSONAL INFORMATION WITH THIRD PARTIES

This section of the privacy notice provides details of third parties with whom we may share your personal information.

Save where it is necessary to do so, i.e. for reference requests. We do not share your personal data with third parties. We do not transfer personal information contained in the Databases outside the European Economic Area (EEA). None of the service providers we use to help us provide the Databases are based outside of the EEA.

HOW LONG WILL WE KEEP YOUR PERSONAL INFORMATION?

The data protection legislative framework places an obligation on us to review the length of time for which we keep personal information. We are only able to keep your personal information for as long as it is necessary for us to do so. We only intend to keep your information in an identifiable form for 12 months.

INDIVIDUAL RIGHTS

Unless subject to an exemption under the GDPR, you have a number of rights in relation to the personal information held by WCVA.

- You have a right of access the personal information we hold about you
- You have the right to correct any information we have about you that you think is wrong or incomplete
- You have the right to object to our use of your personal information for direct marketing purposes. If you no longer want to receive communications from us, please contact us. We will stop sending you communications but will continue to keep a record of you and your request not to hear form us.
- You have the right to ask us to delete your information. You should be aware that if we do this, we will have no record of the fact that you have asked not to receive communications from us. It is therefore possible that you may start receiving communications from us at some point in the future, if we obtain your details from a different source.
- Where our processing of your personal information is based on your consent, you have the right to withdraw it at any time. Please contact us if you want to do so.

If you wish to exercise any of the rights, please contact WCVA in one of the ways mentioned below.

Contact details

To exercise all relevant rights or queries in relation to Data Protection, please contact WCVA's Data Protection Officer, at dpo@wcva.org.uk or 0300 111 0124.

If you are unhappy with how we have used your personal information, please let us know. You also have the right to complain to the Information Commissioner's Office. Find out on their website how to report a concern https://ico.org.uk/make-a-complaint/

Changes to this Privacy Notice

This privacy notice was last updated on 27 July 2026.