# Privacy Statement – Library and University Collections Volunteers and Interns

## Information about you: how we use it and with whom we share it

The information you provide will be used by the University:

* To allocate you to an appropriate volunteering placement or keep you on the waiting list until an appropriate placement should become available.
* To contact you regarding any arrangements for your volunteering placement.
* To process your application for an internship and contact you regarding any arrangements if successful.
* To add you to the Volunteers and Interns mailing list which will be used to inform you of training and social activities that we provide for you.

We are using information about you because you have given your consent when filling in the Volunteer Enquiry Form. Your personal data is processed by the Student Volunteer and Intern Coordinator and shared only with other staff within the Centre for Research Collections on a need-to-know basis. You will be unsubscribed from the Volunteer and Intern email list as soon as you finish your placement or internship and we will hold your personal data for a year. You can unsubscribe from the Volunteer and Intern mailing list at any time by return email.

We do not use profiling or automated decision-making processes. A human decision maker will always be involved before any decision is reached in relation to you.

If you have any questions, please contact Laura Beattie, Student Volunteer and Intern Coordinator, Centre for Research Collections: L.Beattie@ed.ac.uk.