



# Sharing Information About You

## Information we ask you for, and why:

As an ICS volunteer, your safety and wellbeing is of the utmost importance to us. To make sure that we can keep you safe, and to ensure you have the best possible ICS experience, we ask you to share personal and private information about your health, support needs, alcohol and drug use and criminal convictions.

## We may use this information to:

- Assess that you and those with whom you work are safeguarded and protected from harm.
- Assess whether you are medically fit to go overseas.
- Assess whether we can provide you with any additional support to access the programme, e.g financial, practical or emotional support.
- Process your application.
- Keep a record of your contact details.
- Contact you with current and future information about ICS.
- Collect data for monitoring and evaluation purposes.

To keep you safe and supported, we may need to share sensitive information about you with people involved in the ICS programme. This could include:

- The VSO Candidate Management team - these are the people who will support you along the journey.
- The Medical team, who provides us with health support and clearance decisions.
- The ICS Contract Management Unit– the people who run the whole ICS programme at VSO.
- The in country staff team.
- Your Team Leader – the person who will work with you most closely whilst on placement.

We will only share your information on a need-to-know basis. For example, if you have a health issue that requires support, we may need tell your Team Leader some of this information - but we may also tell staff who are supporting you on placement in more detail.

## Your responsibility:

It is your responsibility to inform ICS of any historical or current conditions, or support needs, **before** you go overseas. We are very good at supporting young people to have the best possible ICS experience - provided we know about support needs or health issues in advance. If you don't tell us to provide you with the support you need to and keep you safe and well, this could result in us having to bring you home.

If you do not tell us about an existing or previous medical condition, disability or support needs pre-departure, and these come to light on placement, this may affect whether you can continue to take part in the programme.

## Our responsibility:

Any use of collected information will be in accordance with Data Protection principles of good practice. This means that it will be:

- Processed fairly and lawfully.
- Processed for limited purposes and in an appropriate way.
- Adequate, relevant and not excessive for the purpose.
- Accurate.
- Kept no longer than necessary for the purpose.
- Processed in line with your rights.
- Secure.

For more information on how we use and share your information, please see the 'ICS Privacy Policy' which you can find on our webpage. If you are unhappy with how information has been shared you should, in the first instance, contact VSO as per our Complaints Policy.