

## **Information collected about Volunteers to share information about volunteer opportunities, fundraising/other events and Hospice services**

This appendix is intended to let you know how and why we use information collected about volunteers. Please read this notice carefully. We may update this notice from time to time.

### **1. Who we are**

Information on Hospice Malta can be obtained from: <https://hospicemalta.org/about/>

### **2. What data do we collect about you?**

Personal data we collect may include one or more of the following:

- your name, postal and email address, contact number(s), ID number and date of birth, any relevant medical information, records of your correspondence with us, reference information, any information you choose to share with us

### **3. How do we use the data we collect about you?**

We use your personal data to continue our existing relationship and/or for the following purposes:

- to complete the volunteer recruitment process
- to process volunteer enquiries
- to keep you informed on volunteering opportunities
- to share your information with Hospice's volunteers' coordinator for the required support
- We will send you information linked to your volunteering at the Hospice
- for our own internal administrative purposes and to keep a record of your relationship with us
- We will always keep your data secure and confidential. However, disclosure may be required by law, for example to government bodies and law enforcement agencies.

### **4. How we protect and keep your data?**

We have security procedures and technical measures to protect your data. Your data will be kept in a secure environment with access restricted on a need to know basis. We don't keep your data for longer than is necessary (as noted in the document above). Hospice Malta has appointed a Data Protection Officer who is responsible for all matters concerning data and its securities.

### **5. How do you update your personal data?**

We want to make sure that your personal data is accurate and up to date. Please let us know if your details change. To let us know of any changes please contact Hospice Malta using the following contact details:

Hospice Malta,  
39, Good Shepherd Avenue  
Balzan, BZN1623  
Email: [info@hospicemalta.org](mailto:info@hospicemalta.org)  
Tel: 21440085

### **6. What rights do I have over my personal data?**

Under the General Data Protection Regulation, you have the right to:

- Request in writing a copy of your personal data which we hold about you
- Request in writing to amend any personal data if it is found to be inaccurate
- Request in writing so that personal data is erased
- withdraw consent to the processing of your information at any time
- withdraw consent for sharing information with third party

To do any of the above, please contact Hospice Malta using the following contact details:

The Data Protection Officer  
Hospice Malta, 39, Good Shepherd Avenue  
Balzan, BZN1623  
Email: [info@hospicemalta.org](mailto:info@hospicemalta.org) Tel: 21440085