



## Data Protection & Confidentiality

### Data collection and holding practice – why and how we do it

This organisation collects information about volunteers for two reasons:

1. To enable us to communicate with volunteers about work parties, events, opportunities
2. To enable us to ensure we can understand and accommodate any needs a volunteer may have so that they can participate safely and not endanger others.

The data we collect is sufficient only for the above purposes and is given to us by the volunteer themselves or by their parent, guardian, carer or support worker.

The data is seen and handled only by Trustees and never passed to a third party for any reason unless required by law or specifically agreed with the volunteer.

The data is kept in two forms:

1. In paper files kept in a locked place with access restricted to Trustees only
2. On the Secretary's digital information system with access similarly restricted.

If destroyed, the data is carefully disposed of so that no personal details can be passed on, usually by shredding.

### Policy Statement

In order to comply with current Data Protection legislation and the in-coming GDPR (General Data Protection Regulation) we operate the following policy:

- ensure we have the necessary permissions to contact supporters
- clarify to supporters why we collect the data and how we intend to use it

- do not retain any information on a supporter that we would not be comfortable sharing with them
- do not use information in a manner that the supporter would not wish
- do not share data in a manner that a supporter would not wish
- offer opportunities to supporters to find out what information we hold on them and to request removal of any or all information held

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