

ASCOT VOLUNTEER BUREAU

DATA PROTECTION POLICY

Introduction

Ascot Volunteer Bureau collects and uses information about the individuals it comes into contact with in the course of its work and the delivery of the service it provides. The purpose of this policy is to outline how Ascot Volunteer Bureau processes such information subject to its obligations under the Data Protection Act 1998 and other relevant legislation.

Data Protection Act 1998

The Data Protection Act 1998 is designed to ensure that personal data about living individuals is handled properly by organisations and that the rights of individuals to access information that is held about them are protected. Any person or organisation that handles personal data must therefore comply with the requirements of the Act. The General Data Protection Regulation (GDPR) that comes into force in May 2018 supplements the Data Protection Act.

What Is Personal Data?

Personal data is information about a living individual from which that person can be identified. Such information can exist in a variety of formats, for example, on a computer or in a paper filing system.

What Principles Apply To The Collection Of Personal Data?

There are eight governing principles that must be followed in connection with the processing of data about individuals. These state that information must:

1. Be processed fairly and lawfully.
2. Be collected and processed for the particular purposes specified. In other words, it must not be collected for one reason and then used for another.
3. Be adequate, relevant and not excessive for the purposes for which it is kept.
4. Be accurate and, where necessary, kept up-to-date.
5. Not be kept for longer than necessary.
6. Be processed in accordance with the subject's rights.
7. Be kept securely and adopt measures to guard against its accidental loss.
8. Not be transferred outside the European Economic Area unless the country receiving it has an adequate level of protection for the rights and freedoms of data subjects.

How We Use Personal Data

All personal data is treated strictly in accordance with the terms of the Data Protection Act 1998. This means that, as outlined below, confidentiality will be maintained and appropriate security measures are taken to prevent unauthorised disclosure.

Under the Act Ascot Volunteer Bureau, as a non-profit organisation, is not required to register with the Information Commissioner's Office. The trustees are ultimately responsible for implementing this policy and the procedures it sets out, and have delegated the role of Data Protection Compliance Officer for Ascot Volunteer Bureau to the Chairman. The main processor will be the Coordinator.

Usage: In accordance with the Act, Ascot Volunteer Bureau will only use the personal data that others have chosen to provide for the purpose for which it was requested. Ascot Volunteer Bureau will not use it for any other purpose without the prior consent of those concerned. New volunteers will be made

aware of the Policy.

Furthermore, Ascot Volunteer Bureau will not disclose personal data to any third party outside of Ascot Volunteer Bureau, without the prior explicit consent of those concerned, unless required to do so by law.

Storage & Access: All personal data held by Ascot Volunteer Bureau is kept with the consent of those who have provided it; password protected where held on computer; and stored securely in a lockable filing cabinet where kept on paper. In all cases, access is strictly controlled and limited to those who are authorised to use it in the course of their duties for the organisation. Any breaches must be reported to the Data Protection Compliance Officer & those concerned.

Ascot Volunteer Bureau recognises that it is a criminal offence to pass personal data to anyone who is not entitled under the Act and other legislation to have access to it.

Any individual about whom Ascot Volunteer Bureau holds personal data may request access to the data held about them. At all times, Ascot Volunteer Bureau will endeavour to ensure that the rights of such individuals can be fully exercised.

Handling & Retention: Ascot Volunteer Bureau will not keep personal data for longer than necessary and will endeavour to ensure that personal details about a volunteer or client will not be held more than 2 months after they have resigned or requested their details be deleted. AVB will not retain any records of the work undertaken for clients or by volunteers for longer than 2 years.

Ascot Volunteer Bureau will also take reasonable steps to ensure that all personal data it holds is kept up-to-date by putting in place measures through which data subjects can update the information held about them.

Disposal: Once the retention period has elapsed, Ascot Volunteer Bureau will ensure that personal data is destroyed by secure means. While awaiting destruction, personal data will not be kept in any insecure receptacle. A photocopy, other image, or any copy or representation of the personal data will not be kept except where necessary for accounting purposes.

Policy Review

This policy will be reviewed by the committee/trustees to reflect best practice in response to changes in relevant legislation or an identified failing in its effectiveness.