

Data Protection volunteer Privacy Policy

General Data Protection Regulation (GDPR) replaces the Data Protection Directive and is designed to harmonize data privacy laws across Europe, to protect and empower all EU citizens data privacy and to reshape the way organisations approach data privacy.

The Association of Carers will work towards these GDPR guidelines to ensure your personal data is protected.

The Association of Carers (AOC) in order to provide services to support Carers, needs to collect and use certain types of information and photographs about Carers, the people they care for, staff, volunteers, supporters and other individuals who come into contact with the Association.

This personal information will be dealt with securely, however it is collected, recorded and used.

The AOC recognise that we have a duty under GDPR to:

- Process data **fairly and lawfully and transparently**
- **Purpose limitation** – Collect data only for a specified, explicit and legitimate purpose
- **Data minimisation** – Collect and store data only to the extent which is adequate, relevant and not excessive.
- **Accuracy** – Ensure data is accurate and up to date
- **Storage** – Not keep the data for longer than is necessary.
- **Integrity & confidentiality** - Technical and organisational measures against unauthorised or unlawful processing, and against accidental loss, destruction, or damage

Consent

You are under no obligation to provide such information. However, if you should choose to withhold some of the requested information, we may not be able to offer you certain services.

The AOC will assume a person has capacity to give consent until its clear they do not. (In such cases we would ask the Carer if they have power of attorney and they could sign on their behalf)

The Charity will ensure that the consent document is appropriate, i.e. very simple wording, large lettering, braille etc.

The information we take and hold about people is always stored securely and access restricted to those who have a legitimate need to know. We collect and store only the information required by the Charity to be able to carry out its services. Some sensitive information is required by our funders and will be only given to them anonymised.

As an organisation we are committed to ensuring that all those whom we store data about, understand how and why we keep that data and how they may have access to it. We will not transfer data to third parties without the express written consent of the individual concerned.

Archived records are stored securely and the Association of Carers has clear guidelines for the retention of information.

The Trustees of the Association of Carers recognise its overall responsibility for ensuring that the organisation complies with its legal obligations. The Data Protection Officer (DPO) is the Director of Charity.

Data Protection volunteer Privacy Policy

All staff and volunteers are required to read, understand and accept any policies and procedures that relate to the personal data they may handle in the course of their roles.

We will regularly review our procedures for ensuring that our records remain accurate and consistent and in particular:

- IT systems will be designed, where possible to encourage and facilitate the entry of accurate data.
- Data on any individual will be held in as few places as possible
- Effective procedures are in place so that all relevant systems are updated when information about an individual changes
- Training will be provided to all relevant staff and the DPO will monitor data security.

GDPR's requirements do not apply to anonymous data that does not identify an individual we need to pass certain information onto our Funders and this will be anonymised.

Rights

You have the right to remove your consent at any time and the right to your data being erased within the AOC procedure. The Statute of limitations allows the AOC to hold particular data in relation to services provided for up to 6 years.

Subject access request

You have the right request to access the Data we hold on you.

I accept the above Key Privacy statement and agree to the AOC holding my details on their secure files and database

Volunteer Name _____ Signature _____

Dated _____

If you have a complaint at any time about the manner in which we have processed your personal data, your personal details change or you wish certain data removed, or you would like a copy of the details the AOC hold about you, then please contact the DPO- Sue Palmer on 01424 722309 or you could contact the ICO Information Commission Office on 0303 123 1113.

This statement will be reviewed annually.