

# GENERAL DATA PROTECTION REGULATION 2018

## Privacy Notice for Volunteers

Under the provisions of the General Data Protection Regulation, due to come into force on 25<sup>th</sup> May 2018, the Didcot, Abingdon & Wantage Talking Newspaper (DAWN) – ‘Controller’ for the purposes of the GDPR – must let all of our volunteers know:

- what our lawful basis is for using their data
- what personal data we hold and how we use it
- what is the source of these data
- how long we keep the data and when we would erase it
- that a person is entitled to see the personal data we have for them.

### Lawful Basis

We have decided that the lawful basis which is best suited to our Charity is ‘Legitimate Interests’. This allows us to use a person’s data in a way that they would reasonably expect us to, and which does not override their interests in any way.

### **Volunteers’ Personal Data held by DAWN**

#### Contact details

These are provided by the volunteer concerned. The Secretary (‘Processor’ for the purposes of the GDPR) will keep a list of every volunteer’s phone number(s), emergency contact number, email address (if available) and home address.

#### Use of data

Phone numbers will be freely circulated amongst all volunteers. Email addresses and home addresses (if available) will be accessible only to the Secretary, Chairman and Vice-Chairman.

These Officers will use these data only to organise the volunteer tasks such as preparing the DAWN rotas, preparing the Long Service Certificates and other such lists.

No personal data are ever disclosed to any other person or organisation outside DAWN, or sold for marketing purposes. All data are kept safe and secure and are used only on a strict ‘need to know’ basis.

#### Length of time that data are kept

All personal data for current volunteers will be held for twelve months after a volunteer leaves DAWN and then deleted unless he/she requests otherwise. (Some people may want us to supply a reference for them at a future date).

#### Right to see personal data

A volunteer may request to see their personal data by emailing [info@dawntn.org.uk](mailto:info@dawntn.org.uk) or by telephoning the DAWN Secretary on 07429 637266.

#### Complaints

Please contact DAWN – [info@dawntn.org.uk](mailto:info@dawntn.org.uk) or 07429 637266 – if you have any concerns about the protection of your data.

All volunteers also have a right to complain to the Information Commissioner’s Office (ICO) if they think there is a problem with the way their data is being handled – <https://ico.org.uk/>.

#### Conclusion

We hope you will feel that the above procedures reflect how you would reasonably expect us to use your data. We have tried to make this notice as clear and concise as possible. If you have any reservations or queries, please contact us.