

Data Protection Policy

Approved: Apr-2020

Approved by: Gilly Lutton

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1. Aims

The Danbury Coronavirus Volunteer Group (DCV) aims to provide support to residents of Danbury during the Coronavirus pandemic by delivering food, prescriptions, other essential items and support to those residents who are not able to access these items themselves.

This policy outlines the data protection policy that is adhered to by volunteers.

2. Contact details

Name: Mandy Hessing
Address: 160 Main Road CM3 4DT
Phone Number: 07796 445164 / 01245 227523
E-mail: hess160@aol.com

3. Type of personal information we collect

We currently collect and process the following information:

- Volunteers names, postcodes, contact phone numbers and emails. Where appropriate, a record of a volunteer's DBS Certificate Number, date and type (Basic/Enhanced).
- Residents who call the Helpline for help with food and medicine deliveries have their names, addresses and phone numbers recorded on a job sheet. A daily Register of the jobs undertaken is kept.

4. How we get your personal information and why we collect it

The personal information we process is provided to us directly by you for one of the following reasons:

- Volunteers have provided us with enough personal details so that they can be contacted to help as they are needed.
- Residents provide basic contact details so that deliveries can be made to their doorstep.

We use the information that you have given us in order to

- form rotas of volunteers to help vulnerable residents during the coronavirus crisis
- deliver vital supplies of food and medicine to these residents.

We may share this information as needed, for example: for the purposes of collecting prescriptions.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

a) Your consent. You can remove your consent at any time.

You can do this by contacting

Gilly Lutton

gillylutton@yahoo.com

07968 739759

b) We need it to perform a public task.

c) **We have a legitimate interest.**

5. How we store your personal information

For volunteers your information is securely stored in a spreadsheet shared between Danbury Coronavirus Volunteer Organisers and Administrators only.

For residents your information is securely stored on paper job sheets and a daily Register. Papers are placed in a locked cabinet which is in a locked building overnight.

We keep volunteers contact details for as long as you are volunteering for this cause. When the crisis is over and the Group is no longer needed, we will delete all files.

We keep residents' information whilst it is still needed during the Coronavirus crisis. We will then dispose of this information by shredding.

6. Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

Please contact us at gillylutton@yahoo.com 07968 739759 if you wish to make a request.

7. How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us to [Mandy Hessing: hess160@aol.com](mailto:hess160@aol.com) 07796 445164 / 01245 227523

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113
ICO website: <https://www.ico.org.uk>