

DANBURY VOLUNTEER GROUP

Privacy Policy

Approved: June 2021

Approved by: Sarah Fothergill

Next Review: June 2022 (if required)

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1. Aims

The Danbury Volunteer Group (DVG) aims to provide support to residents of Danbury during the Coronavirus pandemic when needed and help to the Danbury Medical Centre with its Vaccination Programme.

The purpose of this policy is to explain to you how we control, process, handle and protect your personal information, including your rights under current laws and regulations.

Policy key definitions:

- “I”, “our”, “us”, or “we” refer to the Danbury Volunteer Group (DVG)
- “you” refers to the Data Subject
- GDPR means General Data Protection Regulation
- ICO means Information Commissioner’s Office

2. Contact details

Name: Mandy Hessing
Address: 160 Main Road CM3 4DT
Phone Number: 07796 445164 / 01245 227523
E-mail: To Mandy Hessing: admin@danburyvolunteers.co.uk

3. Type of personal information we collect

Personal data must be processed lawfully, fairly and in a transparent manner in relation to the Data Subject. GDPR restricts our action regarding Personal Data to specified lawful purposes.

We currently collect and process the following information:

- Volunteer names, postcodes, contact phone numbers, age and emails. Where appropriate, a record of a volunteer’s DBS Certificate Number, date and type (Basic/Enhanced)
- A record of a volunteer’s Covid-19 Vaccination and lateral flow Covid-19 testing if undertaken.
- A record of any specific E-Training courses undertaken by a volunteer in relation to their voluntary work.
- Residents who contact the DVG for help have their names, addresses and phone numbers recorded on a job sheet. A 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 prescriptions can be collected on their behalf and deliveries can be made to their doorstep if needed.

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

- form rotas of volunteers to help vulnerable residents during the coronavirus crisis and provide support at the Danbury Medical Centre during the Vaccination Programme
- collect and deliver vital supplies of food and medicine to vulnerable 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
Sarah Fothergill
admin@danburyvolunteers.co.uk

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 google sheets, shared between the DVG Senior Admin Team only. For more information on the privacy and data protection terms of Google Sheets please go to <https://policies.google.com/privacy?hl=en-US>.

For residents, a database is maintained whilst the DVG continues to offer support via the website. When no longer needed this information will be deleted.

We keep volunteers' contact details for as long as you are volunteering. If a volunteer is no longer actively involved in the group their personal information is deleted.

We keep residents' information whilst it is still being used. We will then dispose of this information by shredding and/or deleting.

Our storage methods meet the GDPR compliance requirement.

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 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 admin@danburyvolunteers.co.uk if you wish to make a request.

7. Cookie Policy

Last Updated: 30/01/21

Danbury Volunteer Group will use cookies when you visit our website, www.danburyvolunteers.co.uk in order to provide you with a better experience when using our website.

We reserve the right to make changes to this Cookie Policy at any time and for any reason. We will alert you to any changes by updating the 'Last Updated' date of this Cookie Policy. Any changes or modifications will be effective immediately upon posting the updated Cookie Policy on our site, and you waive the right to receive specific note of each such change or modification.

You are encouraged to periodically review this Cookie Policy to stay informed of updates. You will be deemed to have been made aware of, will be subject to, and will be deemed to have accepted the changes in any revised Cookie Policy by your continued use of the site after the date such revised Cookie Policy is posted.

What are 'cookies'?

Cookies are small computer files that remember what you enter when you visit a website. At www.danburyvolunteers.co.uk we use cookies to give you a better experience on the site, to monitor and analyse performance, operation, and effectiveness of our website platform, and to ensure our platform is safe and secure. Please note that cookies cannot harm your computer.

What cookies do we use?

Cookie Name	Purpose	Duration	Cookie Type
XSRF-TOKEN	Used for security reasons	Session	Essential
hs	Used for security reasons	Session	Essential
svSession	Used in connection with user login	2 years	Essential
SSR-caching	Used to indicate the system from which the site was rendered	1 minute	Essential
hSession	Used for system effectiveness measures	30 minutes	Essential

8. 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: admin@danburyvolunteers.co.uk](mailto:admin@danburyvolunteers.co.uk) 07796 445164 / 01245 227523

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

We are registered with the ICO under the Data Protection Register, our registration number is: ZA856010.

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>