



UPPER TWEED COMMUNITY DRIVERS

SUPPORTING HEALTH-RELATED VISITS

Privacy Policy

The privacy and security of your personal data is very important to us. This privacy policy sets out the ways in which we collect, use, maintain and disclose your personal data as a supporter, volunteer or user of **Upper Tweed Community Drivers (UTCD)**

Who are we?

In this policy, 'we', 'us' and 'our' refers to **Upper Tweed Community Drivers (UTCD)**.

What data do we collect?

We collect personal information which may include, depending on your capacity of engagement with **UTCD**, your name, address, email address, telephone and mobile numbers, some medical details. Also in the case of volunteers, we will collect financial information in order to reimburse your mileage.

Your involvement with us will result in personal data being created; this could include details of your involvement with us by volunteering or using our service.

How we use your personal data

We only use your personal data as permitted under the EU General Data Protection Regulation (the GDPR) and the Privacy of Electronic Communication Regulation 2003.

We use the personal data you provide as a service user or volunteer to facilitate your engagement. This includes keeping you informed about **UTCD** and our work, and ancillary information, sending information about assignments and processing payments (where applicable). The **UTCD** Committee reviews volunteer lists from time-to-time to ensure information on individuals is accurate and kept up to date.

CONTACT

EMAIL: UTCOMMUNITYDRIVERS@GMAIL.COM PHONE: 07707 998 044

Storing your data

All physical data will be held securely in a non-public location, accessible only by designated committee members of **UTCD**. All computers with access to personal data will be password protected. All electronic data will be held on a separate storage device stored in a locked facility.

Disposal of data

If **UTCD** agree to your request to destroy your data, it will be confidentially destroyed in the case of physical data, and/or permanently erased in the case of electronic data. **UTCD** will notify you in writing to confirm when and how it has been destroyed or permanently erased. **UTCD** may not agree to disposal of certain data if **UTCD** have a legitimate or legal need to retain it. Where there is a legal obligation to, **UTCD** will keep a record of destruction of data.

Retention of personal data

UTCD will not hold personal data longer than necessary. There are certain legal requirements or recommendations which mean that **UTCD** will keep documents for a minimum period of time. External organisations may also keep information **UTCD** lawfully provide for periods of time determined by them. Some of these documents may contain personal data. These include, but are not limited to:

Data Source	Retention Period	Example
Receipts & invoices	Seven years	Expenses claim
Booking information	One year	
Records of Meetings	Indefinite	AGM Minutes
Volunteer information	For duration of service	
Financial donor records	Seven years	Gift Aid Declaration

UTCD will store archived documents securely, and maintain a register of archived documents along with their planned destruction date. **UTCD** will review annually these retention periods to ensure that they remain within the law and recommended practice.

Sharing of data

UTCD will not share your information with third parties, unless **UTCD** are legally obliged to, or there is a risk of harm to you or another, for example, in a safeguarding situation. **UTCD** may use a third party to collect or process your information, for example, an electronic mailing list provider.

Promoting a culture of data protection

UTCD will have data protection as a standing agenda item at its ordinary meetings to ensure that any issues or concerns are addressed by trustees. All new Committee members, as part of their induction, will be briefed on **UTCD's** data protection arrangements. All relevant volunteers, as part of their induction and ongoing training, will be briefed on **UTCD's** data protection arrangements.

Your rights

Under the GDPR, you have a number of rights regarding your personal data:

- To withdraw your consent to processing, where processing is based on consent;
- To object to processing for direct marketing, historical research and statistics and where processing is based on our legitimate interests (we will tell you if that is the case) or to ask us to restrict processing of your personal data;
- To request rectification or erasure (in certain circumstances) of your personal data;
- To ask us to tell you about the personal data we hold on you (a 'Subject Access Request');
- The right to complain to the Information Commissioner's Office.

Adopted on behalf **UTCD**, by the Chairman
Rosalind Birchall MBE

Signed: *Rosalind Birchall*

Date: *28th July 2021*