



**Houghton Regis Helpers**  
**07587 004514**

## **Data Protection: PRIVACY NOTICE – Volunteers**

Confidentiality of your personal information is highly important. The Data Protection Act 1998 establishes a framework of rights and duties which are designed to safeguard personal data. This framework balances the legitimate needs of organisations to collect and use personal data for business and other purposes against the right of individuals to be respected for the privacy of their personal details.

As from 25 May 2018, we, the **Houghton Regis Helpers** voluntary organisation, are required to comply with the **General Data Protection Regulation (GDPR)** in relation to how we collect, process and share any personal data which we obtain from you, and for how long the data is retained. The **lawful basis** for processing data relating to you as a volunteer is because it is within the legitimate interests of our organisation to use the data, and we assure you that any personal information gathered will only be used in the context of your volunteering and/or your role as a member of the organising committee.

The data collected from volunteers is obtained through the completion of your Volunteer Expression of Interest form; DBS application; and, where applicable, volunteer driver declaration form. This information is transferred to a secure database by the designated Data Protection Processor (Secretary) and only basic information such as name and contact details is accessible to the phoneholders for the purposes of allocating jobs.

Personal information relating to volunteers will be reviewed at least every five years if no changes or updates have been made in the interim. If you leave the organisation all personal information and data will be erased from electronic files or shredded if manually filed. If a request is received from a third party for your personal details we will seek your permission and explain the reasons before any information is shared.

Houghton Regis Helpers will ensure that practice and procedures uphold the GDPR rights of individuals. These include:

- the right to be informed
- the right to rectification
- the right to restrict processing
- the right to object
- the right of access
- the right to erasure
- the right to data portability
- the right not to be subject to automated decision-making including profiling

You have the right to request information on the personal data we hold on you and we will respond within one month. A copy of information will be provided free of charge, however if there are repetitive or excessive requests for copies of information a reasonable fee may be requested.

Please contact Houghton Regis Helpers on 07587 004514 or by email:  
[houghtonregishelpers@hotmail.co.uk](mailto:houghtonregishelpers@hotmail.co.uk) if you have any questions regarding this notice.

**Copies of Houghton Regis Helpers Data Protection Policy and Privacy Notices are available on the website [www.houghtonregishelpers.co.uk](http://www.houghtonregishelpers.co.uk)**