

## DATA PROTECTION POLICY

**Care in Haslemere** is legally obliged to follow certain rules relating to any personal data that it stores or uses whether in hard copy or on a computer, memory stick, disc or mobile phone. This policy sets out the guidelines that all volunteers must follow to comply with those legal rules.

### What personal data is covered?

- Client Details (name, address, telephone number and e mail) in any paper or electronic files – their purpose is to provide information to drivers to help them look after clients and in case of emergency. **Care in Haslemere** will not disclose their details to a third party except in an emergency.
- Volunteer personal details (name, address, telephone number, e mail and possibly details of criminal offences) in paper or electronic files – **Care in Haslemere** needs to keep these details on file to operate the Charity.
- Photographs of clients/volunteers taken for website or advertising material – stored on phones/computer/memory stick or disc.

Some items are stored in the **Care in Haslemere** Office, on the **Care in Haslemere** or Committee members' personal computers / phones / memory sticks/discs or in paper files.

### Obligations about the personal data

1. Personal data must only be kept for the purposes set out above and not used for any other purposes.
2. Personal data is confidential and must be stored safely and securely:
  - Records kept in the **Care in Haslemere** Office must be locked away in the Office when the office is not staffed by a volunteer. Records must not be left with any third party;
  - Personal data must not be shown or given to any third party (except in an emergency);
  - any computer or mobile phone holding any of the personal data must be protected by a secure pass code.
3. Personal data must not be kept for longer than is necessary:
  - Client Details Forms must be destroyed if clients withdraw from **Care in Haslemere**, upon notification of the death of a client or if the client has not used the Car Service for more than three years. Note: Data for Gift Aid purposes has to be retained for seven years.
  - Volunteer personal details will be deleted when the volunteer leaves **Care in Haslemere**.
  - Photos of volunteers or clients must not be stored for longer than they are needed for the administration of the website.

The Data Protection Lead appointed by **Care in Haslemere** Committee will carry out an annual review to ensure that this policy is being followed. A copy of this policy will be given to all volunteers when they join **Care in Haslemere**.