



Cotswold Vale Talking Newspaper

Registered Charity No: 1049409

CVTN Data Protection Policy

Introduction

This document sets out how the CVTN will demonstrate compliance with the General Data Protection Regulations (2018). It lists what personal data we hold to deliver our charitable objectives, together with how the data is stored and used. Arrangements for ensuring security of personal data are described.

Listeners' personal data

Listeners to the CVTN receive copies of our audio recordings direct to their homes via the Royal Mail 'Articles for the Blind' service. To do this we need to hold the following personal data

Title

Forename

Surname

Full postal address, including postcode.

Listeners may also choose to provide details of their birthday (day, month only) so that they receive a greeting on the audio recording.

To audit our service we also record

Listener's telephone number and, if available, email address.

Name and telephone number and, if available, email address of a designated emergency contact (family members, carer)

No email addresses are held at the time of writing, but the policy recognises that they may be used in future.

Storage and sharing of listeners' data.

Paper records of listeners' personal data are kept in files at the studio of the CVTN.

The studio is locked when not in use by officers and volunteers.

The CVTN Secretary also prepares and keeps a digital record of the data on a password protected personal computer. Files of this data are shared only with officers of the CVTN and designated CVTN listener support volunteers. No personal details of listeners are shared with any other person or organisation.

Volunteers' personal details

To prepare and deliver our audio recordings CVTN holds personal data for its trustees (committee members) and volunteer editors, readers, technicians and duplicators.

We hold the following

Title

Forename

Surname

Full postal address, including postcode

Email address

Telephone number

Storage and sharing of volunteers' data.

Paper records of volunteers' personal data are kept in files at the studio of the CVTN. The studio is locked when not in use by officers and volunteers.

Digital records of this data are prepared and held on password protected personal computers by the CVTN Secretary and the CVTN Rota Secretary.

The Rota Secretary uses the data to compile a schedule of duty volunteers for the day of recording. The schedule is issued to all volunteers on a quarterly basis. Each volunteer also receives a copy of all volunteers' personal contact details so that mutual cover may be arranged in the event of absence or illness.

The Rota, containing only the names of the relevant volunteers, is published on the CVTN website.

Digital files are distributed by email using the 'blind carbon copy' facility.

No personal details of volunteers are shared with any other person or organisation.

Special arrangements for Trustees

Trustees' personal data is supplied as required by law to the Charities Commission.

Their data may also be shared, with their individual consent, with

- a) local and national organisations with the same objectives
- b) banks
- c) businesses essential to the operation of the charity, e.g. newspapers, print and design and marketing suppliers, landlords
- d) suppliers of internet services
- e) potential sources of funding
- f) any other organisations necessary to permit carrying out of their duties as trustees.

Retention of Data

CVTN will only retain individuals' personal data while they are active listeners or volunteers.

We will delete or destroy any personal data held on a date not longer than 12 months after notice of resignation has been received. This will allow a period to resolve possible queries or retrieve consumables from former listeners.

Individuals' Rights

Individuals' rights are prescribed in the GDPR(2018). They are

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

Requests for access to your personal data

Volunteers and listeners may request access to check or delete their personal data. Requests should be made in writing by letter or email to the CVTN Secretary, who will organise a response no longer than one month from the date of the request.

Consent

Existing volunteers and listeners are deemed to have consented to the storage and use of their personal data in accordance with the previous arrangements. Registration forms for future volunteers and listeners will specify CVTN policies and will include the provision of a positive opt-in.

Data Protection Officer

The CVTN Secretary will act as the charity's Data Protection Officer. The Secretary will report and investigate any breaches of data security and advise on any remedial measures. The Secretary will inform individuals affected and consider whether the breach is such that it requires to be reported to the Information Commissioner's Office.

April 2018

Appendix I -Listener Registration Form

To be completed by the Listener Support Volunteer on the initial visit to every new listener.

Title Mr/Mrs/Miss/Ms Other

Forename and Surname

.....
Address
.....
.....

Post Code

Telephone number

Email (If appropriate)

Please record a birthday message ? Yes/ No

Birthday (Optional)...Day Month

How do you want to receive recordings? USB memory stick/CD

Do you require a CVTN Sovereign or CD player? Yes/No

How did you hear about the Talking Newspaper?

.....
.....

Would you like to receive the quarterly magazine Kaleidoscope as well? Yes/ No

Do you have any special interests, what would you like us to include on the recordings?

.....
.....

Emergency contact: Name Relationship

Phone number Email (if appropriate)

Volunteer comments (if appropriate)

.....
.....

Please turn over the form and complete the declaration

Declaration

Please enrol me as a listener to the Cotswold Vale Talking Newspaper.

I understand that I will receive regular audio recordings by post using the Royal Mail's 'Articles for the Blind Service' and will use the pouches to return Memory Sticks once I have listened to the recording.

I will inform the CVTN if I no longer require this service and arrange to return any player I have on long term loan.

I confirm that CVTN may keep my personal data and that of my emergency contact as both paper and digital records on a secure computer in accordance with its Data Protection Policy, which is designed to comply with the General Data Protection Regulations (2018).

CVTN will not share your personal data with any other organisation.

I understand I may request access to check or delete my personal data. Requests should be made in writing by letter or email to the CVTN Secretary, who will organise a response no longer than one month from the date of the request.

Name

Signature

Date

Witnessed for CVTN

Name

Signature

Date

For Studio use only

Date

Pouch number

Support group member

Appendix 2: Volunteer Registration Form

Title: Mr/Mrs/Miss/Ms Other

Forename and Surname

Address

Post Code

Telephone number

Email

Please enrol me as a volunteer with the Cotswold Vale Talking Newspaper (CVTN)

I am interested in the following roles (Please tick all that apply)

Committee member (trustee) Editor Reader

Duplicator Sound Engineer

Please list any relevant special skills or experience

.....

I agree that my personal data may be shared with other volunteers for the purposes of meeting the CVTN objectives as both paper and digital records in accordance with its Data Protection Policy, which is designed to comply with the General Data Protection Regulations (2018).

Paper records of volunteers' personal data are kept in files at the studio of the CVTN. The studio is locked when not in use by officers and volunteers.

Digital records of this data are prepared and held on password protected personal computers by the CVTN Secretary and the CVTN Rota Secretary.

The Rota Secretary uses the data to compile a schedule of duty volunteers for the day of recording. The schedule is issued to all volunteers on a quarterly basis. Each volunteer also receives a copy of all volunteers' personal contact details so that mutual cover may be arranged in the event of absence or illness.

The Rota, containing only the names of the relevant volunteers, is published on the CVTN website.

Digital files are distributed by email using the 'blind carbon copy' facility.

No personal details of volunteers are shared with any other person or organisation except as detailed for trustees in the CVTN Data Protection Policy.

I understand I may request access to check or delete my personal data. Requests should be made in writing by letter or email to the CVTN Secretary, who will organise a response no longer than one month from the date of the request.

Name

Signature

Date