

## **Volunteers & GDPR**

### **GDPR – General Data Protection Regulation**

#### **Data Protection Act 2018**

- 'Personal Data' refers to "any information relating to an identified or identifiable natural person (data subject)".
- A volunteer's data **MUST** be treated with the same level of care as that on an employee or a client.
- Volunteers must be aware of the use of their own personal data.
- You should ensure that volunteers are aware that they are agreeing to have the information they provide to you held for the purposes you've specified.
- You should always remove volunteer details as promptly as possible when no longer required.
- All volunteers must receive training on GDPR – including trustees.
- Ensure that volunteers are aware that any information that they handle of a personal nature is also covered by your organisation's policies, and that they need to follow them.
- Be aware that for volunteers under the age of 17, you will need parental consent to retain their data.
- Ensure that you review your policies regularly and that staff and volunteers know what they should and shouldn't be doing with personal information.
- Ensure your clients, users, and volunteers understand what you do with their information. Have a privacy notice and ensure this is accessible for anyone.
- Ensure that all information you hold is held securely.
- Register with the Information Commissioner's Office (ICO).
- Consider and agree roles and responsibilities within your organisation for data protection.