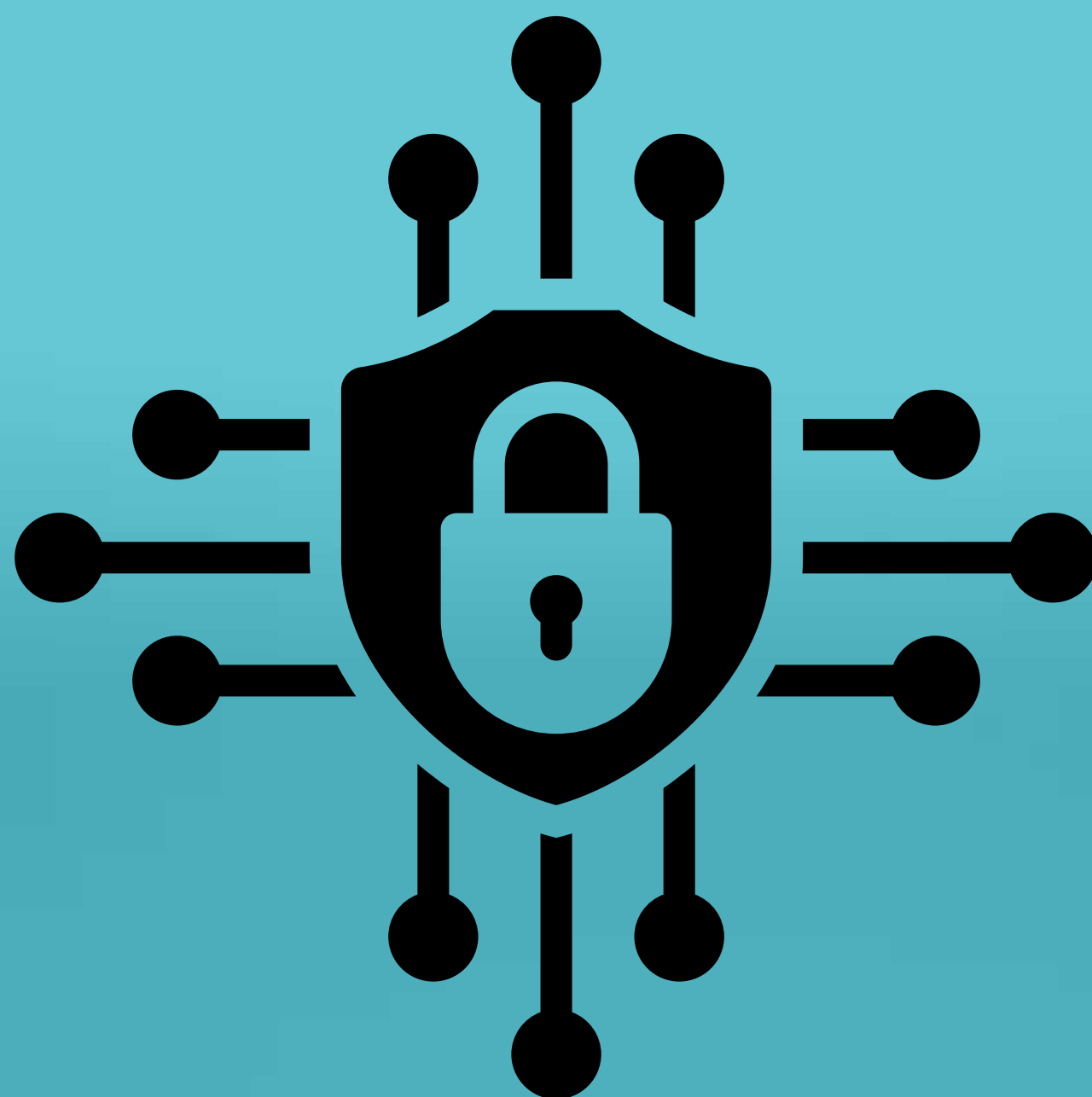


# Data Protection Onboarding Document



**DUNDEE VOLUNTEER  
& VOLUNTARY ACTION**

Charity Number SC00487  
Company SC093088

**The Data Protection Act 2018** protects individuals against the misuse of personal data and may cover both manual and electronic records. The Act is concerned with respecting the rights of individuals when processing their personal information.

### Responsibilities of the organisation

All records held on computer fall within the Data Protection Act. Certain manual files may also fall within the Act, depending on the ease of access to data with the file. However, for consistency and good practice, we, the organisations, adopt the same approach for volunteers as we do for data held on employees. We will undertake the following:

- To store personal data securely
- Advise how we use your information
- Advise who we share your information with
- Advise how to object to us using your information
- Advise how long we will retain your information

Individuals have the right to see the information held on them and can withdraw consent to share their information at any time.



The information we are likely to ask from you and retain for as long as it is deemed necessary is –

- Name
- Address
- Contact number
- Emergency Contact number
- Bank details for paying expenses
- Health information that may affect you whilst volunteering.  
This is so the organisations are aware of conditions that have to be monitored, such as Type 1 diabetes, epilepsy.
- Disclosure Scotland registration number
- Anything that you may wish to tell us in confidence but want it kept on your personal notes.

This is the same for employees though much more is asked for, such as details for national insurance, pension contributions etc. Please remember though that whilst all data must be kept safely, if you feel a child is at risk of harm this information **must** be passed on.



## Confidentiality and responsibilities

Under the Data Protection Act 2018, all volunteers have a responsibility under the Act to ensure that their activities comply with the Data Protection Principles. As a volunteer, you may be aware of and hear about sensitive information regarding an individual or family, and this should not be shared outwith the organisation. This is also called **disclosing information**. If you have concerns about the health or wellbeing of an individual/s, please notify your named contact who will act on this. Or any concerns that confidentiality has been breached. They will ensure that your information is followed up on and feedback to you.

Sometimes you may be unsure of what you may or may not say, please discuss this so you fully understand, and also learn methods which means no person nor family can be identified outwith the organisation if you were chatting about your volunteering role.

You should not share personal information with the children young people and families that you work with. These are things like your phone number and address and not accepting "friend requests" on social media.





## IT and social media



Social networking is becoming an increasingly popular way of sharing information quickly and easily with a wide audience. We recognise that the internet provides a range of unique opportunities through social media to participate in interactive discussions and to share information through channels such as Facebook, LinkedIn, X, blogs, virtual worlds and wikis.

However, use of social media by employees and volunteers can pose risks to the organisations and lead to harmful statements and inappropriate comments which reflect badly on the organisation.

Each organisation in this group will have a social media policy and all volunteers should become familiar with, and stick to, the Social Media policy at all times. This will minimise the risk to individuals and the organisation. It also avoids any impact on operational activity and ensures that organisations IT resources and communications systems are used only for appropriate business purposes.



## Questions

1. When did the Data Protection Act come into force?

2. If you think a child is at risk of harm, can you tell their name and address to a staff member?

3. What personal information about other volunteers and staff members can you share on social media?

