



# APPLEBY

## Emergency Response Group

### **Data protection procedures**

#### **Introduction:**

The Group has a data protection policy which is reviewed at least annually at the Annual General Meeting. In order to help us uphold the policy, we have created the following procedures which outline ways in which we collect, store, use, amend, share, destroy and delete personal data.

These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases, we will ensure our Data Protection Policy is upheld.

#### **General procedures:**

Data will be stored securely. When it is stored electronically, it will be kept in password protected files. When it is stored online in a third party website (e.g. OneDrive) we will ensure the third party comply with the GDPR. When it is stored on paper it will be filed carefully in a locked filing cabinet.

When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that any paper data is shredded.

We will keep any records of consent given for us to collect, use and store data. These records will be stored securely.

#### **Supporting individuals:**

We will contact individuals for the purposes of updating information in our various Emergency Plans. Individuals will be asked if they consent for us to hold and use their data for the purpose of providing them with an emergency response only.

When individuals contact the Group to ask us for help, no data is recorded centrally and this information is only kept by the individual Group member concerned. Once the support is ceased, the data will be deleted accordingly.

We will not keep information relating to an individual's personal situation for any longer than is necessary for the purpose of providing them with the support they have requested.

Details relating to individual's circumstances will be treated as strictly confidential.

#### **Contacting volunteers:**

Local people volunteer for the Group in a number of ways.

We will maintain a database of contact details for our volunteers. We will share volunteering opportunities and requests for help with the volunteers on this list.

If no contact has been received from a volunteer for the last 12 months, we will determine whether they wish to remain a volunteer and if not remove all their data from our database.

When inducting volunteers, we will provide a privacy notice which explains why we have their information, what we are using it for, how long we will keep it, and that they can ask to have it deleted or amended at any time by contacting us.

To allow volunteers to work together, it is sometimes necessary to share volunteer contact details with other volunteers. We will only do this with explicit consent.

**Contacting Management Committee members:**

The Management Committee need to be in contact with one another in order to run the Group effectively and ensure its legal obligations are met.

Committee member contact details will be shared amongst the committee.

Committee members will not share each other's contact details with anyone outside of the committee, or use them for anything other than Group business, without explicit consent.

**Review:**

Signature of Chairman:



Date this policy adopted by the Management Committee:

28/5/2020

This policy will be reviewed annually at the Annual General Meeting (AGM).