

## Volunteers and GDPR

- Personal data “means 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 employees or clients
- Volunteers must be aware of the use of their own personal data
- Ensure volunteers are aware that they are agreeing to have the information they provide to you held for the purposes you’ve specified
- Always remove volunteer details as promptly as possible when no longer required, unless required by law or contract
- All volunteers must be trained and equipped to protect data – this includes trustees
- Make sure that volunteers are aware that any information they handle of a personal nature is also covered by your organisation’s policies, and that they need to follow them
- Be aware of under 17’s – you need parental consent to retain their data
- Review policies regularly and make sure staff/volunteers know what they should and shouldn’t be doing with that personal information
- Make sure your clients/users/volunteers know what you do with their information. Write a privacy notice and make sure it is easily accessible for anyone
- Ensure that the information you hold is held securely
- Register with Information Commissioner’s Office (ICO)
- Consider and agree the roles and responsibilities within your organisation for data protection

Check out [www.teamherts.org](http://www.teamherts.org) for more resources and guidance