

## **BGS Confidentiality and data protection statement - volunteers**

### **1. Purpose**

We have created this statement to demonstrate our firm commitment to your privacy and to handling the personal information you give us responsibly and in accordance with the law.

It covers how we will handle information we know about you in relation to your volunteering at the BGS and once you have left.

It also covers your personal responsibility as a volunteer of BGS to operate with a privacy frame of mind in order to achieve this.

This policy sets out the approach the BGS will take.

The personal information we collect is held and used in accordance with the EU General Data Protection Regulations (GDPR) and the UK Data Protection Act 2018. The BGS is committed to managing and processing personal data securely and sensitively and only with your consent.

### **2. Scope**

This policy applies to all volunteers.

### **3. Policy statement**

The BGS will process all personal data and comply with the requirements of the GDPR and subsequent acts regarding the management and processing of personal data.

Our privacy statement and our data protection policy:

The privacy statement is online here <https://www.bgs.org.uk/privacy-statement>

In principle this applies to BGS volunteers as well as to members and other stakeholders, except for amendments made in item 4 of this statement

If you have any further or detailed questions about the privacy statement, or any other questions about how BGS stores, uses or protects your personal data, please contact the Chief Executive, Sarah Mistry: [ceo@bgs.org.uk](mailto:ceo@bgs.org.uk)

Where to go for further, general information about Data Protection Regulations  
There is a wealth of accessible information on the website of the Office of the Information Commissioner: <https://ico.org.uk> .

#### BGS volunteer data

BGS volunteer data is held and used according to the principles of the privacy statement and the amendments made in item 4 to clarify

#### 4. **What the BGS does with volunteer data:**

The BGS will:

- Only use your personal data for the purposes for which it was collected
- Only keep it for as long as it is needed
- Ensure that it is held securely and access to it is restricted by need
- Maintain records on your current and past time volunteering including address, contact details and emergency contact, bank details and any other information we are legally required to maintain
- Share information only with other employees or Board members who need to access this for a specific job function, such as paying salaries.
- Only release your information beyond this in accordance with your consent

The BGS will not:

- Sell your personal data to anyone
- Share your personal data with any third parties (including commercial providers) without your explicit consent
- Knowingly transfer your data to countries outside the EEA where no full written agreements are in place which conform to GDPR requirements.
- As a general rule, we will not seek to collect or use particularly sensitive information about you.

#### 5. **Responsibilities**

It is the responsibility of all volunteers to ensure that data is only collected and processed for legitimate business use and with the express consent of the individual as required. If you become aware of any breach of this please contact the Chief Executive immediately, and your line manager as well.

#### 6. **General principles**

All aspects of gathering, using and disposing of personal data are covered by the GDPR. The BGS has a duty to comply with this legislation in all its activities. Volunteers are requested to cooperate with the BGS to ensure it complies with the act. Note - Personal data is information from which a living individual can be identified e.g. someone's details held on the membership database.

Volunteers should:

- only collect the personal data needed for the activity or task
- ensure personal data is recorded accurately
- ensure no unauthorised persons can access personal data at any time
- store personal data securely
- dispose of personal data when no longer needed
- dispose of personal data securely
- contact the Chief Executive immediately if they receive a request for personal data (Subject Access Request)
- **contact the Chief Executive immediately if they become aware of a loss of personal data due to theft, loss of equipment or other security issue (information breach).**

Volunteers should not:

- collect personal data without informing the subject of the purpose or use of the data
- use personal data for any purpose other than the purpose for which it was collected, without consent
- record anything about an individual which they would not be prepared to disclose to them, if required
- make personal data available where they are unsure of the recipient or they are not certain the data can only be accessed by the recipient
- release personal data to unauthorised persons
- respond to subject access requests without consulting the Chief Executive

#### 7. Freedom of information

As the BGS is not a public body, we are not required to comply with the Freedom of Information Act. Any requests for information under freedom of information should be forwarded to the Chief Executive