



PRIVACY POLICY

Pershore and District Volunteer Centre (Pershore Volunteer Centre) respects the privacy of those lodging personal data with the Centre. Personal data is owned individually. This policy is concerned with how the Centre collects that data, how it is processed and what controls individuals have over their data.

The Centre was established in 1984 and became a registered charity in 1985. In 2016 the charity set up a charitable incorporated organisation to gain sounder legal status and is in the process of conversion. The Centre is a data controller.

Pershore Volunteer Centre undertakes the recruitment of volunteers and promotion of volunteering opportunities, provides a community transport scheme for people unable to use public transport, runs a community resource centre that provides a range of office services, organises a lunch club that provides freshly cooked meals, entertainment and companionship for elderly people and liaises with statutory and other voluntary organisations to identify needs which can be linked to existing resources. These are the main areas of involvement by the Centre.

To make use of the facilities provided by the Centre individuals, and individuals who are the contact point for organisations, lodge their personal data with the Centre either directly or electronically. Personal data includes name, address, telephone number/s and email and/or social media addresses. The Centre takes seriously the need for privacy in processing personal data, which takes place in house. The data is collected so that the Centre may provide the service/s individuals have requested. There are six lawful bases for processing data under general data protection regulation (GDPR), one of these being consent, which is the most appropriate basis for the Centre's purposes.

The Centre undertakes to be open, fair and transparent whilst processing personal data and will only share that data with third parties with express permission. The Centre will use personal data to contact the owner of that data and may send information which is thought may be of interest.

The general data protection regulation confers various rights for individuals including the right of access to their data, the right to have errors corrected and the right for their data to be deleted (the right to be forgotten). The Centre will hold personal data whilst active use is made of the services provided and will store personal data for two years following last use.

Any concerns about how personal data is used by the Centre may be addressed by telephoning 01386 554299, visiting the Centre or emailing admin@pershorevolunteers.org.uk. Should the reply to any concerns be thought unsatisfactory reference may be made to:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

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