

5.5 Volunteer Data Protection Policy

Data Protection Act 2018 sets out rules to make sure that personally identifiable information (PII) is handled properly and securely, whilst giving individuals the right to know what information is held about them.

The Association's policy 'DP1 – Data Protection Policy', is designed to ensure that the principles of the Data Protection Act are met throughout the whole Association, whilst this policy is specific to the volunteer network and Groups.

Gathering of Information

Boundless no longer requires that volunteers gather personal contact information for attendance at events unless this is required for an ongoing competition or other justifiable reasons relating to the individual's attendance at a specified activity. If a Boundless member or volunteer Group wishes to retain any contact data on members, they must be recognised as a 'Data Processor' by the Boundless Head Office and they must adhere to the 8 Data Protection principles and be aware that they are responsible for that information under the Data Protection Act. If you wish to become a 'Data Processor', then please contact the Member Communities Team at Boundless Head Office 01273 744 763 or member.communities@boundless.co.uk

All Entry, Registration and/or Attendance forms must include an appropriate disclaimer identifying where and for how long their details will be kept. If you are keeping any information or data on any individual, you must gain their explicit permission prior to retaining this and save for the time you retain the data.

Security of Information

Under the Data Protection Act, Boundless has a legal obligation to ensure that personal information is processed and stored securely. Therefore, it is important that all forms, whether in paper or electronic format, are kept securely prior to being destroyed, deleted or returned to Boundless. Under no circumstances must information obtained from these forms be passed to any other individual or third-party organisation unless required for the fulfilment of an event and with the individual's explicit permission.

Returning Entry and Registration forms

All paper forms containing Member information must be placed in a sealed envelope and addressed for the attention of the Member Communities Team, Boundless, 21 Station Street, Brighton, BN1 4DE. If returning electronic forms, then appropriate precautions should be taken to prevent the loss of personal details, including the use of encrypted or password protected files. Please also ensure all

such e-mails are deleted from your 'sent items and deleted items' upon confirmation of receipt from the Member Communities team.

Boundless Volunteer: Data Protection Best Practice Guidance

Boundless, as the Data Controller is required by Law to comply with all eight principles of the Data Protection Act.

The following information is intended to provide some basic guidance in the form of some dos and don'ts. Please contact the Member Communities team if you require any advice around this guidance.

Do, if your Group are intending to manage and retain large amounts of Members personal identifiable information or sensitive data (e.g. medical details, political affiliations, ethnicity, sexual orientation, religious beliefs or criminal records) please contact Member Communities who will advise as to the appropriate processes to be employed.

Don't, forget to contact Member Communities if you intend to retain any members personal identifiable information or sensitive data.

Do, make sure your data collection methods are fit for purpose. When collecting data, ensure that people are aware of what you will be using their information for and use the Keeping in Touch leaflets or similarly agreed documentation as evidence of an individual's permission for you to contact them, this includes listing Committee Members details in Group Newsletters. Ensure you read the Boundless Privacy Policy; an updated version can be found on the Boundless website.

Don't, use the information for any other purpose or collect and retain information that you do not require.

Do, review your data security. Consider who has access to what data; this includes both paper and electronic records. Ensure you use passwords for computers to protect electronic records, ensuring that these are at least ten characters long and contain both alpha and numeric characters. Ensure if you back-up your computer or electronic records, the back-ups are secure. Make appropriate provision to secure paper records to avoid unauthorised access. Send documents that are required to be retained (e.g. MSA Entry Forms) via Recorded Delivery or electronically protected.

Don't, think it is only name, address or contact information, so the Data Protection Act does not apply, it does. Share the data with any other organisation, business or individual outside of the organising committee for the Group for which the information applies except were required when working jointly with other organising bodies. Share Members information without their explicit permission or share information that isn't required by the third party.

Do, adhere to information provided by the data protection act, which does not stipulate how long you must keep data for; it stipulates that you must not keep data for longer than is necessary. It is therefore advisable not to retain data beyond the duration of the event for which you have gathered the information, unless required to do so through other organisations (e.g. MSUK, ACU, third party suppliers such as motor-racing tracks, tour organisers, etc.). The data protection act also requires that data is kept up to date; you must therefore update your records regularly. This is particularly important if individuals ask not to be contacted or removed from a mailing list for example.

If you are contacting multiple individuals by email, ensure you blind copy (Bcc) all email addresses, to ensure recipients are not able to access other recipients' email addresses. Please also include the following statement in all your e-comms and act appropriately to remove any Member who wishes to unsubscribe from contact with you. We respect your privacy and if you no longer wish to receive these emails, please email <ENTER-YOUR-EMAIL-ADDRESS> stating email address to be unsubscribed.

Don't, retain out of date information or ignore individual's preferences, in particular any unsubscribe requests.

Do, ensure that all data is securely disposed of or deleted when no longer needed. Shred or burn paper records (garden incinerators or open fires are suitable methods)

Don't, forget to empty the 'recycle bin' on computers and delete e-mails that contain attachments such as mailing lists. Dispose of paper records in normal refuse or local authority recycling bins.

Should you have any questions about anything in this document please contact the Member Communities Team:

Tel: 01273 744 763 or email: member.communities@boundless.co.uk