



## Data Protection Policy

We are committed to ensuring that we store, maintain and use information held on volunteers, external projects and voluntary opportunities in compliance with University policies on such matters.

### **The Data Protection Principles**

The Data Protection Act 1998 (DPA) concerns personal data which are held about living individuals, and provides that such data must:

- be obtained and processed fairly and lawfully and only if certain conditions are met;
- be obtained for specified and lawful purposes;
- be adequate, relevant and not excessive for those purposes;
- be accurate and up-to-date;
- not be kept for longer than is necessary;
- be processed in accordance with the rights of data subjects;
- be kept safe from unauthorised access, loss or destruction;
- not be transferred to countries outside the European Economic Area, unless to countries with equivalent levels of data protection.

### **Personal Data**

SCA holds and processes data relating to students, staff and recent graduates in order to undertake the organisation and administration of volunteer opportunities. We may hold the following information under the terms of the Universities policy and the DPA.

- Personal Details
- Photographs
- Information linking individuals with specific opportunities
- Status on various accreditation schemes
- Information on DBS Disclosure checks

We may anonymously aggregate records together to produce reports to monitor the service.

### **Sensitive Personal Data**

The DPA defines certain types of data as sensitive. Such data cannot be collected or processed without your explicit consent. SCA may ask volunteers to disclose any disability or issues that may affect the type of volunteering that they could undertake. There is no requirement to provide this information but it may assist SCA in matching the volunteer with an appropriate opportunity. When information such as this is disclosed it will be kept in the strictest of confidence. If this information is to be disclosed to a third party the volunteer will be asked for their consent before such a disclosure occurs.

## **Web Server Privacy Policy**

No volunteer information is held on our web server which relates to volunteers, apart from some contact email addresses, and permission is asked from every individual before these are posted.

## **Access to Data**

Volunteers may request a copy of the personal data held about them by Durham University and SCA. Some data are held in computer systems, and others are paper-based. Volunteers who wish to make such a request should contact the Data Protection Officer for a copy of the Application Form. In accordance with the DPA itself, a fee of £10 will be charged.

[Community.action@dur.ac.uk](mailto:Community.action@dur.ac.uk)

0191 3341797

For more information on The Data Protection Act 1998 see <http://www.opsi.gov.uk/acts/acts1998/19980029.htm>

From the SCA Handbook:

All volunteers' details are stored in a data protected database in line with SCA's Confidentiality Policy, and the DBS policy regarding the correct storage of DBS forms.

## **Confidentiality Policy**

*Durham SCA ensures confidentiality in all aspects of its practice through the following procedure:*

Personal information is stored on a password protected computer. All disks and paperwork containing personal information are locked away and are accessible only by SCA staff. The SCA email accounts are password-protected. Consent is sought from all volunteers before disclosing personal information.

As a volunteer, it is essential that you respect the privacy of those you work with. You must not disclose any personal information about a member of the community or another volunteer, unless you have their permission to do so (but see below, if working with children). If you are worried about someone's well being, please contact your project leader, a member of the exec, or the manager to discuss whether it is appropriate to disclose the information.

If a child discloses to you information relating to their well-being, you must make it clear to the child *that you cannot keep this information secret* and that you will tell someone who will be able to help them. Please see the Working with Children section for more information.

Any breach of confidentiality will be dealt with in accordance with our disciplinary procedure.