

# PETERSFIELD VOLUNTARY CARE GROUP

## PRIVACY NOTICE

### GENERAL DATA PROTECTION REGULATION

***In this document 'we' refers to Petersfield Voluntary Care Group (PVCG) and 'you' refers to a member, trustee, client or carer.***

Petersfield Voluntary Care Group (PVCG) is an independent charity, not linked with any other company or with any business organisation. It conducts purely charitable activities and no commercial activities. This privacy notice states the legal basis for PVCG to hold and use information about you, and explains how we use any personal information we hold about you when you agree to become a volunteer in PVCG's activities, or we provide you with other services or activities.

We collect and use information about you on the legal basis that doing so is within our legitimate interests which do not infringe your interests and rights and we comply with data protection laws.

#### **What information do we collect about you?**

##### ***Volunteers and Trustees***

We require full names, addresses and contact details (and, if appropriate, emergency contact details) to enable us to conduct our charitable activities. We may also make notes about your health where that is relevant to ensuring your safety in case of emergency.

##### ***Beneficiaries and Supporters***

These include those whom we seek to support by providing transport or other services and their carers, and those who accompany them when we provide transport. We may collect and keep your name address and contact numbers, email addresses and emergency contact details.

#### **How do we use the information about you?**

We will use your information only so far as is necessary to carry out our service and may pass it to such organisations where that is necessary to carry out your request.

We will use the information for the purposes of organising the activities and governance of PVCG. With regard to Trustees we have a legal obligation (unless you have obtained a dispensation) to provide your contact details and date of birth to the Charity Commission and Companies House.

We will not share your information (without your consent) with anyone for marketing or any other purpose except as required by law or for fraud prevention.

We will keep your personal information for as long as you continue to volunteer with us or until we reasonably infer that you no longer wish to use our services or join in our activities. It is possible that there will be references to you in general records, though this will normally be not more than your name or possibly telephone number, which it will not be practical to remove.

#### **Access to your information and correction**

You have a right to request a copy of the information we hold about you. If you would like a copy of some or all of your information, please contact PVCG (see below).

We want to make sure that your information is accurate and up to date. Please ask us to correct or remove any information you think is inaccurate.

### **The right to request erasure (also known as the “right to be forgotten”.)**

You have the right to ask for the deletion or removal of personal information where there is no compelling reason for it to be kept, but, if the purposes for which the information was collected still exist, PVCG will be entitled to keep the information. Any request for erasure should be sent to PVCG (see below).

### **The right to complain**

If you are concerned about the way PVCG deals with your personal information you have the right to complain to the Information Commissioner’s Office. You can contact them by calling 0303 123 1113 or go online to [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

### **How to contact PVCG**

Please contact us if you have any questions about this notice or the information we hold about you by writing to the Chairman, PVCG at Winton House Centre, 18 High Street, Petersfield, Hampshire GU32 3JL