



Data Protection and GDPR Policy

Privacy Statement

Treemendous Partnership York

We are committed to protecting the personal data that you provide to us and recognise the importance of being clear about how we intend to use it.

All personal data provided by you will be held by Treemendous York Partnership.

This privacy policy relates specifically to personal data that you provide to us through the Treemendous York Partnership website, electronic and paper formats.

Information we may collect from you

When you volunteer with Treemendous York Partnership or you submit feedback or you receive a service from us, we may ask you for personal data and other information to allow us to provide you with the services or information that you require. This could include the following:

- Full Name
- Date of Birth
- Disabilities
- Email address
- Telephone number
- Details of your enquiry
- Name of your organisation

The internet is not completely secure. We cannot guarantee the security of your personal data transmitted through our website or by email. Any transmission is at your own risk. Some of the information you provide to us may be considered sensitive personal data as defined under the General Data Protection Regulations (GDPR). This includes information about your ethnic or racial origin, political opinions, religious beliefs, trade union membership, physical or mental health, sexual life or criminal record. We would advise users of this website to send such information by a more secure system such as encrypted email or paper format. Sensitive personal data will only be processed following your explicit consent.

How do we intend to use your personal data?

When volunteering: If you are interested in volunteering with us we will only use your personal data to inform you about volunteering activities.

To provide a service: We may contact you for reasons relating to the service you have made a request for. The information we collect and keep is for volunteer brokerage, consultation exercises, monitoring, evaluation and reporting to relevant funders and to provide statistical data to help us to continue drawing down relevant funding. We would use your contact details to manage this and may retain them for marketing purposes.

Will my personal data be shared with other organisations?

Your personal data provided by you to Treemendous York Partnership will only be used by Treemendous York Partnership. Administrative volunteers at Treemendous York Partnership have to keep the information about you confidential. Only those involved in your data processing within Treemendous York Partnership will have access to the information, we won't share it with anyone else unless;

- You ask us to share it.
- We ask you and you say we can share it.
- The law says we have to report some things, such as people being perceived to be at risk or harm, including children or vulnerable adults who may be at risk.

We would only disclose in exceptional circumstances such as dealing with fraud, credit risk, dealing with abusive online behaviour, to enforce rights, to protect property, to protect human safety or if the law requires it. We will not otherwise disclose your personal data to anyone outside Treemendous York Partnership to use for their own purpose without obtaining your consent.

How long will Treemendous York Partnership retain my personal data?

Personal data will be retained whilst you are an active volunteer and will be disposed of securely. The membership list is checked every couple of years by sending out an email to everyone on the current list asking them to confirm whether or not they want to remain on the list. Anyone who doesn't reply is then manually deleted and a new mailing list/database created.

Where will my personal data be kept?

Your personal data will be under the control of Treemendous York Partnership. It will be held on our password protected Google account. Parts of our computer system, including our website and 'contact us' forms on the website are provided by our UK suppliers of computer systems, and are provided for Treemendous York Partnership sole use.

Your rights

The General Data Protection Regulation provides the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

Policy Date:	Review Date:	Adopted by:
03/07/23		Chair Tremendous York Partnership