

**Stoke-sub-Hamdon Community Shop Ltd
T/A Stoke-sub-Hamdon Community Shop
Privacy Statement for Volunteers
General Data Protection Regulations (GDPR)**

First produced	September 2020
Approved by & Date	SSHCS Ltd Committee 4/09/20
To be reviewed by	SSHCS Ltd Committee
Date to be reviewed	September 2021

This Privacy Statement explains how we use any personal information we collect about you when you volunteer.

1. What information we collect about you
2. How we will use this information and why
3. How we store the data collected and our security precautions
4. How long we hold your data for
5. How to access, change, restrict and delete your information
6. How to contact us

1. What information we collect about you

Stoke-sub-Hamdon-Community Shop Limited (SSHCSL) keeps the personal details that you give us on your Volunteer Application Form so we can communicate with you while you volunteer with Stoke-sub-Hamdon Community Shop. This information includes your name, address, telephone number and email address and the name and contact information of a friend/relative in case of an emergency.

2. How we will use this information and why

SSHCSL Committee and Shop Volunteers *only* will use this information to communicate with Volunteers. It is not made available to any third party. This data may be used to:

- contact you to arrange a shift at the shop
- contact your emergency contact (friend/relative)

Stoke Community Shop

- contact you if a Shop colleague or customer who you may have been in contact with tests positive for Covid-19, so you can take appropriate action in accordance with government guidelines
- arrange your participation at Volunteers' events
- arrange your participation at SSHCSL events
- advise you about changes to procedures at the Shop
- give you general updates about the Shop.

3. How we store the data collected and our security precautions

We keep your contact information as a printed copy of **names, telephone numbers, addresses and email addresses** in the green Volunteers' Rota Folder, which is kept behind the till in the Shop.

A full record of the information you give us is available to the Chair and the Volunteers' organiser of SSHCSL on a password-protected file on their respective personal computers and it may be shared with other members of SSHCSL Committee if necessary for carrying out the business of operating the shop. They may have a printed copy of your details or it may be stored on their PC.

The Volunteers' Organiser stores completed Volunteer Application Forms in a filing cabinet at their home address.

4. How long we hold your data for

We keep your data for as long as you continue as a Volunteer and for **one year** after you cease to work as a Volunteer, after which time the hard copy records will be destroyed and computerised data deleted.

5. How to access, change and delete your information

Please notify us using the contact details below if at any time you wish to:

- view the information we have about you
- amend the information we have about you
- restrict the information we use and how we use it
- have your details removed from SSHCSL records

6. How to contact us

- By e-mail: volunteers@stokeshop.co.uk
- Or write to: Volunteers' Organiser, SSHCSL, 7 Walscombe Close, Stoke-sub-Hamdon, Somerset TA14 6QJ