

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 30.06.23
To be reviewed by	SSHCS Ltd Committee
Date to be reviewed	June 2026

This Privacy Statement explains how we use any personal information we collect about you when you become a Volunteer with Stoke-sub-Hamdon-Community Shop Limited (SSHCSL) Community Benefit Society (CBS).

SSHCSL is a data controller and is registered with the Information Commissioner's Office, as required by the Data Protection Act 2018. As a data controller, we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice. We are registered with the Information Commissioner's Office, as required by the Data Protection Act 2018.

What information we collect about you

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

We may also keep information about you relevant to our Grievance, Disciplinary, Adult Safeguarding and Equality and Diversity policies. If you have an accident on our premises, limited information about the incident, including your name, will be recorded in our Accident Book.

2. How we will use this information and why

SSHCSL Committee, the Shop Manager 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/next of kin)
- contact you in the event that a Shop colleague tests positive for a notifiable infectious disease so you can act to comply 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
- comply with our Grievance, Disciplinary, Adult Safeguarding and Equality and Diversity policies and our Accident at Work procedure.

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

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

A full record of the information you give us is saved in a password-protected file on the Shop Office personal computer and backed up on a secure cloud-based storage system.

This file is available to SSHCSL's Volunteers' organiser and it may also be accessed by other members of SSHCSL Committee if necessary for carrying out the business of operating the Shop. Limited details – such as your name and telephone number – may be shared on paper or by email.

The Volunteers' Organiser stores completed Volunteer Application Forms in a box file in the Shop Office.

4. How long we hold your data for

We keep your data for as long as you continue as a Volunteer and for **two years** after you cease to work as a Volunteer, after which time the hard copy records will be securely destroyed and the computerised data deleted *unless you request otherwise*. For example, you may wish us to retain your Volunteer records for use in Reference / Good Character Requests.

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
- want to ensure we retain your details after you have ceased volunteering with Stoke Community Shop (see Point 4 about how long we retain your data for).

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