

# Portsmouth & Southsea Voluntary Lifeguards (PSVL) Data Privacy Policy

## Contents

PSVL Data Privacy Policy – Version 1.0 .....	1
General.....	1
Responsibilities.....	2
Holding of Essential Data.....	2
Volunteer Consent for Holding “Additional Data” .....	3
How PSVL protects Personal Data .....	3
Publishing of Personal Data.....	3
Subject Access requests .....	4
Volunteers’ Rights, Complaints and Queries .....	4
Summary of personal data held by PSVL .....	4

## General

1. Portsmouth & Southsea Voluntary Lifeguards (PSVL) is subject to the General Data Protection Regulation (GDPR) which replaces the Data Protection Act 1998 on 25th May 2018.
2. This Data Privacy Policy explains when and why we collect personal information about our volunteers, including lifeguards, crew, coxswains, drivers, fundraisers and Trustees, about persons involved in incidents and 3<sup>rd</sup> parties involved in fundraising, how we use it, how we keep it secure and volunteers’ rights in relation to it.
3. PSVL may collect, use and store volunteers’ personal data, as described in this Data Privacy Policy, and as otherwise described, when volunteers, apply, enrol, or participate in the activities of the organisation. PSVL acts as a data controller.
4. PSVL reserves the right to amend this Data Privacy Policy from time to time without prior notice. Volunteers are advised to check the Documents section on D4H [<https://portsea.d4.org>] for any amendments. However, amendments will not be made retrospectively.
5. PSVL always complies with the GDPR when dealing with volunteers’ personal data. Further details on the GDPR are published by the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)).

## Responsibilities

6. The Data Protection Officer is responsible for publishing and implementing this policy to ensure that GDPR is satisfactory followed in accordance with rules.
7. For the purpose of the GDPR:
  - a. The current organisation's Data Protection Officer is Cy Daruvalla (info@portsmouthlifeguards.org);
  - b. Data subjects are prospective, past, and present volunteers of PSVL; Beneficiaries of PSVL; Persons involved in incidents attended by PSVL volunteers.
8. The responsibility for adhering to GDPR on a day-to-day basis is everyone's responsibility and is NOT solely the responsibility of Trustees and the DPO. Everyone must do their part to ensure that the GDPR is adhered to and not breached.
9. The Data Protection Officer shall: highlight to the Trustees any issues or concerns regarding the implementation of GDPR within PSVL; be responsible for, and be able to demonstrate, compliance with the principles of the GDPR; keep a record of processing detailed in the table in item 40 below, carried out within/for PSVL including subject access requests.

## Holding of Essential Data

10. So that PSVL can deliver its service, PSVL requires to hold the minimum essential personal data, both physically and in an electronic database(s) of: name, address, contact telephone(s), email, reference number, and next of kin contact details
11. PSVL requires to hold personal details of those volunteers and members of the public involved in accidents, including medical details on injuries, to comply with Health and Safety legislation (e.g. accident book entries).
12. PSVL requires to hold details of Members of the Public involved in incidents. This data will be kept indefinitely (to assist with statistical analysis).
13. PSVL requires to share volunteers' email and mobile phone numbers to facilitate communication between members, as well as organisational communication.
14. PSVL will hold volunteers' personal data for as long as they are a member of the organisation and for as long afterwards as is necessary to comply with its legal obligations. When volunteers resign or cease membership from PSVL, their personal data held on the organisation's database will be marked as "Retired" for a period of 7 years.
15. PSVL will securely destroy all financial data that may be collected from benefactors once it has been used and is no longer needed, or at 7 years after collection.
16. Furthermore, PSVL will review past volunteers' personal data every year to establish whether PSVL is still entitled to process it. If PSVL decides that it is not entitled to do so, it will stop processing such personal data, except that it will retain such data in an archived form in order to be able to comply with legal obligations e.g. defence of legal claims.
17. Privacy Notices will be provided to volunteers setting out the legal basis upon which data is processed, e.g. necessary for the purpose of delivering the service, the purposes for which it is being collected, how we will use it, and how long it will be retained.

## Volunteer Consent for Holding “Additional Data”

18. Personal data is a key tool for PSVL managing its volunteers: GDPR means that PSVL must handle personal data with the utmost care. PSVL can only hold additional personal data (i.e. above that minimum required to manage the service with the explicit permission of each volunteer. Images not required to manage the service are examples of such additional data.
19. Therefore, volunteers are asked to provide their consent for PSVL to hold additional personal data as a condition of being accepted as a volunteer. Such permission is to be given in the form of “opt in” statements within the membership form.
20. If volunteers withdraw their consent for the holding of such additional data, then it is to be deleted. Such action will mean that said volunteer is no longer able to take part in Club activities.
21. Permissions given or withdrawn by volunteers (e.g. within “opt in” statements for optional publicity mailing lists etc) will be recorded.

## How PSVL protects Personal Data

22. PSVL will implement generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. PSVL will notify volunteers promptly in the event of any breach of personal data which might expose volunteers to serious risk.
23. Station computer equipment will be checked regularly to identify any new personal information which may have inadvertently been recorded.
24. Volunteers are to note that the transmission of personal information to PSVL via the internet or any means involving third parties can never be 100% secure.
25. All data held by PSVL will be routinely and securely backed up.
26. Hard copy information will be kept in a locked building.
27. Soft copy personal data is primarily to be held on the D4H system. Other soft-copy personal data may be held on the station hard drive using a password protected file – an example being a backup of member emergency contact details.
28. Club Trustees and officers using softcopy subsets (e.g. spreadsheets) of volunteers’ personal data on their private, and on organisation owned, IT systems (e.g. PC, laptop, Macs, tablets etc) to manage the service are to use generally accepted security technology.
29. All data breaches which threaten a data subject’s personal information are to be reported to the relevant authority within 72 hours of the breach being discovered, with proposals for mitigating such threats.
30. GDPR awareness training will be delivered to any new volunteer members, including fundraisers, trustees etc.

## Publishing of Personal Data

31. The minimum contact details are published externally (e.g. website).
32. The SSRO publishes directory to all member units, with names and contact details for key volunteers, e.g. Chairman, LOM, coxswains.
33. Volunteers’ names and pictures may be published on social media incidental to some PSVL event in which they have participated.
34. PSVL will not share personal data with any third parties except where required to do so by law, or as set out in the table below, or when said provision is a condition of PSVL providing a service.
35. PSVL may pass personal data to third parties who are service providers, or the agents and subcontractors of service providers, for the purposes of completing tasks and providing services to volunteers on our behalf (e.g. Lottery). However, PSVL will disclose only the personal data

that is necessary for the third party to deliver the service, and only where PSVL has a contract in place that requires the service provider to keep PSVL provided data secure, and not to use it for their own purposes.

## Subject Access requests

36. Data subjects (e.g. volunteers) may request a listing of the information concerning themselves only held by PSVL, and/or processing of such information conducted by PSVL, by writing formally to the DPO (Hon. Secretary). This is known as a Subject Access Request. The DPO is to action such requests within a period of 1 month, following a check to confirm (a) the identity of the data subject and (b) that such request concerns personal data. PSVL may make a charge if such a request is manifestly unfounded or is excessive.

## Volunteers' Rights, Complaints and Queries

37. Volunteers have the following rights under the GDPR:

- a) to access their personal data;
- b) to be provided with information about how their personal data is processed;
- c) to have their personal data corrected;
- d) to have their personal data erased in certain circumstances;
- e) to object to or restrict how their personal data is processed;
- f) to have their personal data transferred to themselves or to another business in certain circumstances.

38. Volunteers have the right to take any complaints about how PSVL processes their personal data to the Information Commissioner: <https://ico.org.uk/concerns/> 0303 123 1113. Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

39. Volunteers may address requests for more details, any questions, comments and requests regarding the PSVL data processing policies to the PSVL Data Protection Officer (Hon. Secretary).

## Summary of personal data held by PSVL

40. The following table contains a summary of the personal data that is held by PSVL, together with its purpose and the legal basis for its processing. Sensitive personal information (e.g. medical conditions) will only be held in relation to incident records.

<b>Data subject</b>	<b>Type of Personal Data</b>	<b>Where held</b>	<b>Purpose / processing</b>	<b>Legal Basis for holding</b>	<b>Retention period</b>
Volunteers	Volunteer's name, address, telephone numbers, e-mail address(es).	D4H, membership form	Managing volunteers of PSVL.	For the purposes of PSVL's legitimate interests in operating the service.	7 years after leaving
	Volunteer's name.	PSVL Web site(s)	Promoting the service	For the purposes of our legitimate interests in operating the service	
	Volunteers' qualifications, certificates, etc.	D4H, Training file at HQ	Managing volunteers of PSVL.	For the purposes of PSVL's legitimate interests in operating the service.	7 years after leaving
	Volunteer's Emergency contact details	D4H, secure file on HQ hard drive	Contacting next of kin in the event of emergency.	Protecting the volunteer's vital interests.	7 years after leaving
	Photos and videos of volunteers	PSVL website(s), social media pages and in press releases	Promoting the lifeguard service	Consent. We will seek a volunteer's consent on their membership form. The volunteer may withdraw their consent by contacting us by e-mail or letter, but not retrospectively.	Indefinitely. Images of a volunteer with others, or placed in the public domain, cannot be removed.
	Volunteer name, address, contact details and incident details	Accident Book: Paper records	Personal details (name, address, occupation, telephone, injuries sustained, incident details)	Legal obligation meeting Health and Safety legislation	7 years

	Details of qualifications, with copies of certificates, relevant to the volunteer's role	Paper records; soft copy images on HQ hard drive.	Managing volunteers; demonstrating compliance with legislation and codes of practice	Legitimate interests; in some cases, Legal Requirement	7 years after leaving
Prospective volunteers	Names, addresses, telephone numbers, email addresses	Application forms and organisational email	Processing applications and recruitment	Legitimate interests	Up to 1 year if application was not progressed.
Benefactors	Bank account details any person making payment to the organisation	Bank statements	Processing the payment through the banking and accounting systems	Consent	6 years
	Title, Name and Address of any person making a Gift Aid supported donation,	Accounting records on spreadsheets and general ledger hardcopy	Processing reimbursement by HMRC	Legal obligation.	HMRC advises <u>that</u> Gift Aid declarations need to be kept for six years. It should also have a reminder to be discarded after six years.
	Name, address, contact information of benefactors (other than Gift Aid)	Accounting records	Promoting the lifeguard service	Consent.	6 years
Members of the Public involved in Incidents	Name, address, date of birth, gender, medical information, ethnicity (if a foreign national) relevant to any condition or injury sustained in any incident to which the lifeguard volunteers have been called upon, or volunteered, to provide assistance	D4H	Sharing information with emergency services	Vital interest	7 years
			Requirement to keep proper incident records for accident	Legitimate interest	7 years

	Name, address, contact details, ethnicity (if a foreign national), of any person reporting, or witness to, an incident to which the lifeguard volunteers have been called upon, or volunteered, to provide assistance		investigation; statistical analysis (kept indefinitely);		
	Name, address, contact details, ethnicity (if a foreign national), of any person representing a minor child involved in an incident to which the lifeguard volunteers have been called upon, or volunteered, to provide assistance				