



DATA PRIVACY NOTICE

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Newport Pagnell Covid-19 Response Group (NPCRG) is a totally volunteer based group of people who are assisting in providing care and assistance to members of Newport Pagnell who fall in to categories requiring help during the virus lockdown. This is the lockdown as defined by the government and for the period set by the government which is fluid. This means it decides how your personal data is processed and for what purposes. NPCRG is a not for profit volunteer group. We are not a registered charity and we do not hold a charitable status. We do not have an office and work predominantly on-line and using social media. We encompass many different agencies and organisations including the local churches and the NP Town Council who have their own websites.

We are the organisation who has distributed fliers. Volunteers have entered their details only for use by residents who meet the requirements to receive assistance. Please keep their details safe and do not pass them on.

3. How do we process your personal data?

NPCRG complies with its obligations under the "GDPR" Our volunteers do not store any personal data electronically. They may keep notes with your express permission in order to fulfil your requests. If you contact our e-mail and leave your details as a volunteer 'check and chat' volunteer, we will hold your data but we will not pass this to our residents. Our 'Check and Chat volunteers will be passed the residents details as per the previous paragraph. We will keep your personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. All personal data is kept by volunteers who you pass it to. We

keep no record of all the NP households on central IT systems and nothing is stored or transported on portable electronic devices.

We use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of individual residents as provided by them
- For coordinators to pass volunteering roles to other volunteers in each street/group cluster.
- To administer Check and chat
- To issue vital items such as prescriptions and hearing aid batteries and other necessary requests.
- To drop off funded or donated items
- In the case of restaurants and other services, to allow local community trading.

4. What is the legal basis for processing your personal data?

- By contacting a coordinator via flier, website, e-mail or face book you give explicit consent to that volunteer to provide assistance.
- That coordinator may pass your information to another volunteer to provide the service for various reasons including the volunteer self-isolating or high workload
- Processing is necessary for carrying out obligations under this scheme but is minimal and proportionate.
- Such protection and justification for processing applies to personal data relating to volunteers at NPCRG
- Personal data is collected relating to this short-term project only, only data that is needed will be collected, and the other considerations made clear elsewhere in this policy will apply.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared except where specifically required by consent and for your needs. We will only share your data with third parties outside of NPCRG with your explicit consent. Any such cases where partnership working agreements require data sharing, specific consent will be obtained.

6. How long do we keep your personal data?

We keep data in accordance with the GDPR. The appropriate duration for data retention should be three years but due to the unique nature of this project it will be destroyed at the end of the necessary period of isolation.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which NPCRG
- The right to request that NPCRG corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the NPCRG to retain such data;
- The right to withdraw your consent to contact from a volunteer although you may have had in the past the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

We will never use your personal data for a new purpose, not covered by this Data Protection Notice, (if we did, we would be required to publish a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.) We will never sell or give any data to any person or organisation. We do not do any marketing. We do advertise local community business with whom you may make contact.

10. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact us through the email. npresponse@hotmail.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.