**Data Protection Policy (Volunteer and participants)**

**1. Introduction**

The General Data Protection Regulations 2018 covers information about individuals which is held on computer or in a manual filing system, or which is recorded with the intention that it will be part of such systems. The regulations apply to people or organisations that use or hold such personal data.

The GDPR applies to ‘personal data’, which means any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier.

**Ability Shetland** will ensure that information is:

* processed fairly and lawfully
* obtained only for specified purposes
* relevant to the purposes for which it is processed
* accurate and kept up to date
* not kept for longer than is necessary
* processed according to the rights of the Data Subject under the regulations
* protected against unauthorised processing, accidental loss or damage

**Ability Shetland** holds personal information on volunteers, and participants.

**Ability Shetland** seeks to comply with both the letter and the spirit of the regulations.

**Ability Shetland** wants to protect the right of individuals to privacy. We will respect the privacy of individuals when processing personal information. We will take appropriate measures to make sure that the data we hold is stored securely and that consent has been given to hold this information.

**Ability Shetland** Trustee Board has overall responsibility for making sure that we meet the terms of the GDPR. Management staff have a responsibility to make sure that information is processed in line with the regulations

Club Leaders responsibility

 are responsible for the security of the information they process.

 must not pass on information to anyone who is not entitled to it.

**2. Scope of the policy**

Volunteer and participant personal records will be kept at **Ability Shetland** in accordance with its procedures

**Ability Shetland** staff and volunteers, other than the Team Leader and Field Worker, in the course of their duty, do not have access to general information on other staff or volunteers. The Manager or Field Worker will pass on information about volunteers and participants to the Session Leader responsible for the relevant clubs.

When volunteers leave, all personnel documents will be kept in accordance with **Ability Shetland**’s procedures

**3. Information held**

Volunteers and participants have the right to see the information held on them by **Ability Shetland**. Requests should be in writing to the Team Leaderand **Ability Shetland** will provide a copy of the information within two weeks of receiving the request. No charge is made.

Information about individuals will not be disclosed to any third party outside of **Ability Shetland** without the permission of the individual.

Where photographs of staff and/or volunteers are used to publicise or promote the organisation, permission will be sought from individuals and the photograph used for a specified length of time.