Milford & Witley Village Care

The General Data Protection Regulations GDPR

The law, about the holding of a person's personal data is changing and the new rules, called The General Data Protection Regulations -GDPR -came into force in May 2018

The main differences to current data protection legislation are as follows:

- Milford and Witley Village Care needs to inform all clients and volunteers of their rights, and tell them what we do with their data.
- Milford and Witley Village Care needs to keep client and volunteer data stored safely so that a third party cannot access it.
- Milford and Witley Village Care must not pass on a client or volunteers data to a third party without their express permission.
- Milford and Witley Village Care must delete a volunteer's data if that volunteer requests it or the volunteer dies or is no longer involved with Milford and Witley Village Care.
- Milford and Witley Village Care take the holding of personal data very seriously.

Milford and Witley Village Care undertakes to:

- Store all data in the Village Care bag, or a password protected computer or password protected telephone
- Never pass on your data or that of any client to an outside organisation unless you/they have given us explicit permission or in a medical emergency
- Milford and Witley Village Care will delete your personal data within 30 days if you cease your involvement with the Scheme
- Keep data accurate, and where necessary, update it.

Your data will be used for:

- Passing your name and phone number if necessary, to a client so they are aware who is coming to help them, or other members of the scheme.
- Sending you occasional newsletters or information about Milford and Witley Village Care.
- Communicating with you by letter, e mail, text or telephone.

Agreed by Village Care Committee October 2026

Next Review October 2027

You have the following rights:

- To know what information Milford and Witley Village Care holds' and why.
- To request details of all information we hold about you. We will reply within 30 days of of your request.
- To request any incorrect information be rectified which we will do within 30 days of being informed of the error.

If you feel that we should not hold your personal data, we will delete it. However you will no longer be able to volunteer with Milford and Witley Village Care. If you have any questions please contact a Committee Member.

If you would like to know more about GDPR further information can be found on the Information Commissioner's Office's website - https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/

Volunteers should keep this sheet for their information

Agreed by Village Care Committee October 2026

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