



# Dementia-friendly Alton



## ***Data Protection Policy for Volunteers***

Dementia-friendly Alton recognises the need to comply with the various laws regulating the processing of personal data. It is our desire that volunteers recognise the risks involved when dealing with such information and fully understand the steps that must be taken in order to minimise such risks. It is Dementia-friendly Alton's policy to educate and inform volunteers about the dangers of inappropriate and illegal use of the personal data they may have access to.

Whenever you are involved in processing any personal data, you must ensure that all associated procedures are compliant with data protection requirements. You must only operate within agreed procedures:-

- You must ensure that your appropriate records are maintained and safe and are only used to perform your particular job
- You must ensure that all personal data is used, held and disclosed only for the registered purpose: you should not use any of the systems outside of this criteria
- Information must be collected and processed in a prudent and lawful manner and should be kept up to date and accurate at all times
- Information must not be transferred to other parties / professionals unless this is at the request of the service user who wishes to make contact with another professional providing dementia support.
- The information should only be retained for the period necessary, and for the purpose for which it is held

If you have any concerns or questions regarding the processing or use of personal data you should contact the Committee as soon as possible. If in any doubt you should cease to process the information.

If you are required to use electronic equipment such as a computer or data-holding device, it is your responsibility to ensure that reasonable measures are taken to ensure the security of information contained within them. Such measures include keeping equipment in a lockable location when not in use and/or using password protection for files containing information covered by data protection legislation.

A breach of the data protection regulations or failure to adhere to Dementia-friendly Alton's policies could have serious repercussions for Dementia-friendly Alton and for yourself, if you are found responsible. Infringement of Data Protection Policy may result in the termination of your volunteer position.

If you are aware of any breach of Data Protection you must bring it to the attention of the Committee immediately.



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If you have access to or are responsible for collecting personal information that relates to any of Dementia-friendly Alton's clients or employees, the above guidelines should be strictly adhered to.

As a volunteer, you need to be aware that Dementia-friendly Alton will hold details pertinent to your position on file as part of its personnel records. This may include sensitive information. This information may be processed for administrative or legal purposes or as required by your continued involvement. This information may be shared in emergency situations, to protect the legal interests and other rights of, Dementia-friendly Alton or in other situations where you have consented to the disclosure of such information.

The following are examples of information which may be retained by Dementia-friendly Alton as part of its volunteer records. The list is not exclusive or exhaustive:-

- References obtained during recruitment
- Induction and training records
- Contact names and addresses for service users and volunteers
- DBS for volunteers

Dementia-friendly Alton will endeavour to update volunteer and service user information on a regular basis. It is your responsibility to ensure that any changes in personal details are communicated in writing to Dementia-friendly Alton immediately, or as soon after the change as is practicable; and to inform your next of kin (or whoever you give as an emergency contact) that their details may be held on a personnel file.

Signed.....K Murrell.....

Signed.....Judy Aiken .....Date..... 16 June 2021  
Updated ..... 9 June 2022

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