

### Introduction

The Woodhouse and Woodhouse Eaves Good Neighbour Scheme steering group has carried out an online survey managed by the Information Commissioner's Office to check if the GNS is required to register under the General Data Protection Regulation, which replaced the Data Protection Act in May 2018.

The survey showed that the GNS is exempt from registration as it is a not-for-profit organisation that complies with the following conditions: The GNS

- only processes information necessary to establish or maintain membership or support
- only processes information necessary to provide or administer activities for members of the organisation who have regular contact with it
- only shares information with people and organisations necessary to carry out the organisation's activities
- only keeps the information while the individual is a member or supporter or as long as necessary for member/support administration.

However, the steering group believes that it should adhere to the basic principles of the General Data Protection Regulation, which are

- keep information safe
- do not share information (unless permission is given)
- keep only the information required.

The steering group has decided to password protect any file with volunteer details and tidy records on a regular basis, deleting any information that is not necessary.

The information that we hold both on paper and electronically includes your name, address, contact telephone numbers and email address. If you are a driver then we also have a paper record of your vehicle details.

**It is most important that all volunteers know not to share information, unless express permission is sought and given.**

Members of the steering group will not share information about any volunteer or user of the scheme, unless permission is sought and given and is necessary for a job to be carried out.