



## How we use your data

When you volunteer with EDP, we will ask for information like your personal details and personal experiences, including criminal convictions. We do this so we can get to know you better, get in touch with you about volunteering and ensure the safe delivery of our services.

This leaflet tells you how we keep your information safe and what we do with it.

We keep a record of the information you give us so we can support you and get in touch with you when we need to. All our data is kept safe on a secure database, and all our staff are trained on how to ensure its safety.

We only keep your information for as long as is reasonable and necessary for the purpose it was collected. We follow NHS standards on how long to keep personal information.

You have rights in respect of the personal information we hold about you. These include:

- To see the information we have about you
- To get a copy of your information
- To ask us to change your information, if you think it's wrong
- To ask us to delete your information
- To ask us to stop using your information
- To complain if you think we have done something wrong.

Please note that some of these rights only apply at certain times and we may not be able to fulfil every request. Where a request is declined, we will always explain our decision in full.

If you want to talk to us about your information or make a complaint you can:

- Speak to any member of staff including the Volunteer Manager
- Call or write to us
- Complete the feedback form on our website: <https://www.edp.org.uk/feedback/>
- Ask to speak to EDP's Data Protection Officer. Any member of staff will be able to put you in touch with them

Or you can complain to the Information Commissioner's Office: 0303 123 1113

## Sharing your data

There are some situations where we are obliged to share your information without your consent. These are:

- If we believe there is a risk of harm to yourself or any other person
- If we believe there is a risk to any child or vulnerable adult
- In response to a court or police order, to assist with the detection, prevention, investigation or prosecution of serious crimes
- In reference to certain infectious diseases
- To prevent terrorism

We would always talk to you before we shared your information with a third party without your consent, unless we thought this would pose a risk to you or someone else or if we felt we needed to take immediate action that would not allow us to talk to you.