

# SERV Herts & Beds – The Bloodrunners

CHARITY NO: 1164118

## Data Policy

SERV Herts & Beds holds relatively little data, but it nevertheless needs fair and open consideration. This policy explains what data we have, how long it is kept, and the reasons we are keeping it.

Data is kept in basically two areas:

- The **membership database** that is needed to ensure we have contact with members, and that we document any training carried out to meet the requirements of our SLA and GMP
- **The Rota and the jobs we undertake, via a log**, showing where and when we went on deliveries, who took those tasks, and any relevant notes attached to them.

SERV Herts & Beds commits, under the Data Protection guidelines, to allow members:

1. **To be aware of what we store about them**
  - a. Name, address, contact numbers, email address, next-of-kin, bike and car details. Then for each person we store all training, such as Route Training, GMP dates, Advanced Training and Appraisals as required by the SLA (to which we must adhere). This data shall all be deleted around 12 months after a member leaves SERV Herts and Beds
  - b. Details of each task undertaken, and by whom, via a Task Log. This data is stored and maintained indefinitely but is generally not available after 5 years.
2. **To have access to their data on request**
  - a. We currently do not have a method of giving all members direct access to their stored data, because of the privacy and security by which it is maintained. However, should any member have a concern, they can email the Chairman, Vice Chairman, or Membership Secretary, and the data stored will be provided. During 2018, the intent is to share the data we have so we can perform an audit to check correctness and currency.
3. **To have data to be rectified if it is incorrect**
  - a. Any necessary corrections can be sent to Membership Secretary: any errors will then be updated as soon as possible, and **always within 1 month**
4. **To have their data deleted after reasonable time**
  - a. Data is deleted 12 months after a member notifies SERV Herts & Beds, **in writing**, that they will leave the group.
5. **The right to stop working if you object to reasonable data being stored**
  - a. If you have an objection to any of your data being stored, please contact the Chairman or Vice Chairman directly and we will work with you to look for a solution

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6. **The Right to object to your data being used for any external purpose or for marketing**
  - a. **SERV Herts and Beds permits only Trustees, Committee members and Controllers to access membership data, for the purpose of conducting SERV related tasks. Data will not be shared externally or with third parties, or used for any marketing purposes**

