

Appendix 11 Privacy Notice Volunteers

From 25 May 2018 the Data Protection Act 1998 was replaced by the General Data Protection Regulations (GDPR). These regulations increase the controls on how personal data held on individuals is collected, stored, protected and used. The existing Privacy and Electronic Communications Regulations (PECR) still apply.

What information is collected on joining?	The following information is collected when you join: <ol style="list-style-type: none"> 1. Title 2. Surname 3. Forename(s) 4. Address & postcode 5. Telephone number(s) 6. Email address 7. Next of Kin 8. DBS check 9. Fingerprint for prison entrance 10. Photograph for security badge 11. Signed copy of the Official Secrets Act 12. Pay information for volunteer expenses.
How is this information stored?	<ol style="list-style-type: none"> 1. In a computer file on the secure prison computer network 2. In paper format in a secure filing cabinet in the FOPP prison office. 3. On a PIN protected FOPP mobile phone in the possession of the volunteer coordinator. 4. Next of Kin information is shared with the prison HR department in case of emergencies. <p>The volunteer coordinator manages the security of the volunteer data. Two directors also know the security processes in case of emergencies.</p>
How is it used?	Your personal information is used so that we can contact you from time to time for eg development activities, newsletters, meetings.
Who will it be shared with?	No personal information is shared with any third party outside the prison
Identity and contact details of the data controller?	FOPP secretary, HMP Peterborough, Saville Road, Peterborough, PE3 7PD.
Retention period?	Volunteer data is kept for one year after resignation or has no contact with the FOPP. The signed Official Secrets Act has to be retained indefinitely.