TCV take our responsibility to everyone who entrusts us with their personal data very seriously. This notice outlines what data we may collect, how we may use it, how we protect your data and what are your rights. This notice includes any data we collect from you during your relationship with TCV.

**This may include:**

• Any electronic/paper forms you fill out

• verbal data collection

• Photographs (where you have consented on the electronic form)

TCV process personal data in compliance with the General Data Protection Regulation (GDPR) 2018.

**The Types of Data We Collect:**

We only collect the personal details required to fulfil the service you expect from TCV.

The information required might include:

• Contact details, to allow communication with you regarding the service or product we are providing to you

• Health and Wellbeing questions, so we can create a safe environment and tasks suitable to your ability

• Demographic and attendance, to demonstrate the outcomes and impact of our community programmes

**Using Your Personal Data**

TCV will use your details for purposes including:

• The administration of our volunteer records or community programmes

• Fulfilment of any Employee Community Team Days

TCV do not use automated decision making and profiling.

We will retain your personal information for 7 years for the purpose of any claims being made against TCV.

**Disclosures of Your Personal Data**

We shall not, without your consent, ever supply any of your personal data to any third party except where:

• We are required to do so by operation of law

**Security of your Personal Data**

We use technical and organisational precautions to prevent the loss, misuse or alteration of your personal data.

**Your Rights**

Under GDPR you have the right to ask us in writing for a subject access request to obtain a copy of the information that we hold about you. Any request should be addressed to the Data Protection Officer, TCV, Sedum House, Mallard Way, Doncaster, DN4 8DB or alternatively by email: dataprotection@tcv.org.uk. All subject access requests will be provided in a machine-readable format.

**Updating Information**

If you believe that any of your personal information held or being processed by us is incorrect or unlawful, then please write the Data Protection Officer, TCV, Sedum House, Mallard Way, Doncaster, DN4 8DB or email dataprotection@tcv.org.uk. TCV will stop all processing relating to your personal data, until we have resolved the query.

**The Right to erasure**

If you feel that the personal data (including photos), we keep about you requires erasing:

please write to the Data Protection Officer, TCV, Sedum House, Mallard Way, Doncaster, DN4 8DB or email dataprotection@tcv.org.uk and we will check whether your request meets the criteria for erasure set out within GDPR.

**The Right to Object**

You also have a right to advise TCV to stop processing your personal data unless:

• TCV can demonstrate compelling valid grounds for the processing, which override the interests, rights and freedoms of the individual; or

• the processing is for the establishment, exercise or defence of legal claims.

**Cookies and Tracking**

A cookie is a piece of data about a website that is stored in your web browser (Internet Explorer, Google Chrome, Firefox, etc). Cookies are used to store information about how people use our website – www.tcv.org.uk, to help us improve your experience. They are anonymous, so we don't know what you are personally looking at.

When you first visit www.tcv.org.uk, you will be asked if you are happy with this. If you agree to allow us to use cookies, it is a cookie that remembers this information and prevents us asking you each time you visit [www.tcv.org.uk](http://www.tcv.org.uk).

Most browsers will allow you to control how cookies are handled, whether they are accepted and how long they are stored for. All browsers do this differently, but if you're concerned about privacy and security please contact your I.T. provider.