

DDCL – Data Protection Policy

We aim to comply with the General Data Protection Regulations 2018 (GDPR).

In particular:

- Data will be gathered and used in a way that is legal, fair and understandable;
- Data will only be used for a legitimate purpose specified at the time of collection;
- Data will not be shared with third parties without permission;
- Data will only be stored for as long as necessary;
- Data will be held in a safe and secure way.

In the main, the data we hold is limited to contact details. We use this to manage the efficient running of DDCL and do not share it with other parties.

The only exceptions to this are:

- we will share DDCL library volunteers' contact details with Kirklees Library Service in order to further the operational running of the library service.
- Kirklees Library Service will hold next of kin/emergency contact information for DDCL library volunteers on our behalf. This information will only be accessed and used in the event of an accident or illness of the person while they are volunteering in the building. The information is held securely by Kirklees Library Service, who have formal procedures for staff to access it when necessary;
- we may share Trustees' contact details with Kirklees Library Service, The Kirkwood and people who book our building for events as emergency contacts;
- we may share volunteer caretakers' contact details with Kirklees Library Service, The Kirkwood and people who book our building for events as emergency contacts.

We also seek consent to use contact details for informing people about DDCL events and activities. We will stop informing people about DDCL on request.

We hold the data while there is a continuing relationship between the individual and DDCL, for example while they remain a volunteer or have bookings for use of the building. In order to allow for any follow up, we will retain the data for up to 6 months after the relationship has ceased.

Data audit

We hold the following personal data:

People	Data held	Data came from	Used for	Held by
Trustees and management group members	Contact details Photographs	Provided by individual	The business of running DDCL	Trustees and management group members
Volunteers	Contact details Some information about previous work and/or skills and experience	Provided by individual Application form	The operations of DDCL including: <ul style="list-style-type: none"> • Establishing and managing rota's • Providing support and training • Informing about other volunteering opportunities within DDCL • <i>Informing about DDCL fundraising events and activities</i> 	Linda and Kate
Supporters club members	Contact details	Provided by individual via membership form	<ul style="list-style-type: none"> • Informing about annual prizes • <i>Informing about DDCL fundraising events and activities</i> 	Richard and Neil
Other supporters – people who have attended previous fundraising events	Contact details	Provided by individual	<ul style="list-style-type: none"> • Making or changing arrangements about the events • <i>Informing about DDCL fundraising events and activities</i> 	Relevant Trustees
People who book to use the building	Contact details	Provided by individual, usually via booking form. Tick box to agree to receiving information about events	<ul style="list-style-type: none"> • Making or changing arrangements about the booking • <i>Informing about DDCL fundraising events and activities</i> 	Susan, and in the Bookings Diary
People who have responded to surveys or otherwise provided us with their contact details	Contact details In some instances information about potential interest in groups or activities	Provided by individual	<ul style="list-style-type: none"> • Informing about DDCL fundraising events and activities 	Tansy

Statement for Trustees:

I agree to my contact details (name, phone numbers, e:mail address, address) and photograph being held by DDCL and used to manage the effective running of DDCL.

I agree with my name, phone number and e:mail address being shared with DDCL Trustees and volunteers; Kirklees Library Services; The Kirkwood; and being made available to people booking the building as part of the process for dealing with emergencies.

I am happy to be contacted by DDCL with information about events taking place in the building and about any fundraising events in support of DDCL.

Statement for DDCL Volunteers:

I agree to my contact details (name, phone numbers, e:mail address) being held by DDCL and used to manage the effective running of DDCL.

I agree with my name, phone number and e:mail address being shared with DDCL Trustees and volunteers and with Kirklees Library Services.

I agree with Kirklees Library Services holding my emergency contact information, which will be accessed by Kirklees Library services staff only if necessary.

I am happy to be contacted by DDCL with information about events taking place in the building and about any fundraising events in support of DDCL.

Statement for DDCL volunteer caretakers:

I agree to my contact details and those of my next of kin/emergency contact (name, phone numbers, e:mail address) being held by DDCL and used to manage the effective running of DDCL.

I agree with my name, phone number and e:mail address being shared with DDCL Trustees and volunteers; Kirklees Library Services; The Kirkwood; and being made available to people booking the building as part of the process for dealing with emergencies.

I am happy to be contacted by DDCL with information about events taking place in the building and about any fundraising events in support of DDCL.

Statement for members of the Supporters Club:

I agree to my contact details (name, phone number, e:mail address, address) being held by DDCL and used to manage the effective running of the DDCL annual Supporters' Club draw.

I am happy to be contacted by DDCL with information about events taking place in the building and about any fundraising events in support of DDCL.