Fact sheet 2j:

Data Protection – compliance with GDPR legislation

Data protection law applies in two ways when engaging volunteers:

1. Management and storage of volunteer registration forms, character references and other forms of personal information about volunteers
2. Volunteer roles that involve working with confidential/sensitive information.

**1. Management and storage of personal information**

New legislation came into force on 25th May 2018 that affects volunteer involving organisations.

**Where to go for good information, advice and guidance:**

a. **NCVO** offers a range of information on their website including sample policies

and a GDPR webinar video:

🖰 [NCVO website: how to comply with GDPR](http://www.knowhownonprofit.org/how-to/how-to-prepare-for-gdpr-and-data-protection-reform)

b. The **Information Commissioner’s Office (ICO)** website has comprehensive information:

🖰 [Guide to the General Data Protection Legislation (GDPR)](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/)

c. For examples of Privacy Policy statements:

🖰 [Warwickshire CAVA's Privacy Notice](https://www.wcava.org.uk/privacy-policy)

🖰 [Volunteer Connect Privacy Notice](http://www.wcava.org.uk/sites/www.wcava.org.uk/files/volunteers_privacy_notice_april_2019.pdf)

d. What to put in your volunteering registration form:

🖰 [Sample volunteering registration form](https://drive.google.com/file/d/0BxM5UHfVB7YWVU90QkpjZTkwUEE)

**2. Volunteers who view confidential information as part of their role**

Volunteers who may come into contact with confidential information during their volunteering role should comply with the spirit of the organisation’s data protection and confidentiality policies. During the volunteer’s induction, provide them with a summary of the practices to which they must adhere for reference. Ask them to sign an agreement to demonstrate their intent to follow the policies.

🖰 Sample confidentiality and data protection agreement for volunteers

DISCLAIMER

Although every effort has been made to verify the accuracy of materials in CAVA's resource

library, users are advised to check independently on matters of specific interest.