



Time Exchange Data Protection Policy 2018

1. About this Policy

- 1.1. This policy explains when and why we (The Time Exchange) collect personal information about our members, volunteers and employees, how we use it and how we keep it secure, as well as members, volunteers and employees' rights in relation to it.
- 1.2. We may collect, use and store your personal data, as described in this Data Protection Policy and as described when we collect data from members, volunteers or employees.
- 1.3. We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our website <https://thetimeexchange.org/> or other regular communications (e.g. newsletter) for any amendments. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or to protect an individual's safety.
- 1.3. We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, The Project Manager will be the "controller" of all personal data we hold about Time Exchange members/volunteers/supporters/employees/trustees.

2. What information we collect and why.

Type of information	Purpose
Name, address, telephone numbers, e-mail address	Managing the membership of the Time Exchange and to allow address checks of applicants to ensure safety of Time Exchange participants. The Time Exchange will seek consent via membership forms (or data consent request for existing members) before sharing this information with other members/volunteers to arrange for exchanges or participation in Time Exchange events/services. Also applies to volunteers and employees to allow coordination and ongoing arrangements to be made.
Emergency contact details.	Contacting next of kin in the event of emergency.
Date of birth / age related information.	Managing membership or volunteering needs which may be age related.
Skills member is willing to offer	To allow skills to be advertised to members and exchanges to be arranged

Any health problems, disability or allergy members/volunteers/employees want to share with Time Exchange	To allow members' needs to be accommodated when exchanges are arranged, or when they interact with Time Exchange events or services. To allow employees or volunteers' needs to be accommodated during their involvement in the Time Exchange activities.
Confirmation if participant has a criminal record	To allow any potential safety issues to be identified before member, volunteer or employee involvement in Time Exchange activities.
Photos/videos of members, volunteers, supporters and employees during Time Exchange events	To be put on the Time Exchange website, newsletter and social media pages and using in press releases. We will ask individuals to opt in on the membership form/data protection form if they are comfortable with photos. Individuals may withdraw their consent at any time by contacting us by e-mail or letter.
Employee/Trustee (or applicant) name, contact details, experience, and information provided on their CV.	Information to allow effective recruitment of employees and trustees to the Time Exchange. Applicant employees may be held on file in case of future opportunities unless they specifically request their application details to be deleted.
Volunteers name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing volunteers' information so that we can contact to make ongoing arrangements and assess fit with planned activities.
Contact details of supporters requesting to be on the "mailing list".	Managing contact details of interested individuals or organisations who want to support the Time Exchange or to stay in touch with Time Exchange activities.
Name, Position and Contact Details of References for applications to join Time Exchange	To ensure safety of Time Exchange members, references are requested at the application stage (based on contact information shared by applicant).

3. How we protect your personal data

The Data Controller, and sometimes delegated Time Exchange employees or volunteers will process membership and volunteer information on a database accessed via secure computers. The Project Manager will process information regarding employees. Membership, exchange and event participation forms will be held in a secure cabinet. A backup copy of the database or information from the database may be held securely by another member of the Board of Trustees with the Board of Trustees' approval.

3.1. We will notify members promptly in the event of any breach of your personal data.

3.2. We will never sell or pass on your personal data to a 3rd party without your specific consent. The only exception would be if the Time Exchange were concerned about the safety of individuals and were forced to enrol support in order to protect individuals.

4. How long do we keep membership and training information?

- 4.1. We will hold members/volunteers/employees/supporters/trustees personal data on our systems for as long as they are part of the Time Exchange and for up to 5 years after they have left the Time Exchange (for auditing purposes of Time Exchange funding) or unless required to do so for any legal reasons. We will review personal data every year to establish whether we are still entitled to process it or not

5. Members rights

- 5.1. You have rights under the GDPR:

5.1.1. to access your personal data

5.1.2. to be provided with information about how your personal data is processed

5.1.3. to have your personal data corrected

5.1.4. to have your personal data erased in certain circumstances

5.1.5. to object to or restrict how your personal data is processed

- 5.2. You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113 (local rate)

or 01625 545 745 (national rate), email:

casework@iso.org.uk

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

6. Links to other sites.

Our website, social media or newsletter may contain links to and from the websites of our partner organisations. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

For more details, please address any questions, comments and requests regarding our data processing practices to the Project Manager, info@thetimeexchange.org