

Your personal responsibilities (SCVS Ltd Policy Document) Obligatory requirement

Data Protection : Photographs of you : Your own data & emails to a number of people

1. . Data Protection.

As volunteers for Stogumber Community Village Shop we are all required to comply with the Data Protection Act 2018.

Unlike many businesses, we are all personally and individually involved in the running of the shop. This holds some unusual consequences and responsibilities. We are all individually and personally legally bound by the Data Protection Act 2018. It is vital that you please read and understand the information in these documents.

Your contact details:

From time to time you may be (or may have been), provided by 'The Shop' or someone in the group, with the contact information for other volunteers involved with 'The Shop'.

- **You must not pass on anyone's information or contact details** to anyone at all either within or outside the group, unless you have personal consent of that person to do so. If you have been provided with a list of contact detail for the purposes of carrying out your duties within the shop you must keep those details secure and delete them when you no longer need them. Do not share the list or individual contact details of any persons on that list with anyone outside the group - this applies *no matter how friendly the persons may seem*.
 - Should you feel uncomfortable explaining that you cannot pass the information on, simply tell them that you do not have it/cannot access it right now but if they'd leave their own phone number you could ask the other person to contact them personally. This is a requirement and obligation we must all abide by.
- **We will hold your contact information** to enable us to carry out the normal operation of the Stogumber Community Village Shop - 'The Shop'.
- **Your data/information (contact details) is kept only for the purpose of running the shop and associated administration of the shop. It is stored securely by us and is not passed to anyone else (i.e. a third party).**
- **You are entitled to ask what data is held** and to ask for it to be deleted.
- **Those involved in administration or running of the shop will only hold your information** for as long as is required to enable us to administer and run the shop and for your volunteering roles.
- For further information or for your information to be deleted see [website policy documents](#) & contact the data controller.
- Should you wish to your details to be deleted from the lists of those you have been working with in the shop, or if any person on that list asks you to delete their details you must do so in accordance with the Data Protection Act 2018.

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR). Everyone responsible for using personal data has to follow strict rules called 'data protection principles'. They must make sure the information is: used fairly, lawfully and transparently.

2.. Photographs of you

From time to time photos and/or film footage will be taken of volunteers.

These images will be used by the group named above in the following ways:

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- The group's printed publicity & online publicity (including Social Media)
- Shared with volunteer/group members for personal use only

Photographs will be stored securely and will not be kept for longer than they are needed for the purposes listed above. If you prefer you or your child *not* to be photographed, please contact Lance Moir or the person currently handling marketing / promotion of the shop and sales Paula Clements.

I have read, understand and agree to abide by all of the above:

Click here to enter text

Click here to enter text.

Date: _____

(Typed name is accepted as signature)

3. Your own Security & sending emails to a number of people:

For your information

- All email apps have the option to cc (copy) or bcc (blind copy).
- Everyone who receives the email can view all the email addresses in the TO: line and they can also view them in the 'cc' line.
- To avoid the email addresses being there in to top of the email for everyone to view, particularly those not involved in the shop / group as a whole, it is better to put their addresses in the 'bcc' line.
- Add your own email address in the TO: line and all the other people in that bcc line. This way none of the other people can view all the email addresses – thus avoiding issues with data protection. This is especially important if any of those people do not wish their email address to be passed on or prefer to keep them private.

For the security of your own data (your identity & contact information):

Passwords: NEVER photograph a password and save it.

Do not save, send yourself or anyone a password via *photos*, digital notes, *emails*, *texts* or *via social media messages* or *apps*. *Never send / type a password* into: emails, text message, social media / message apps.

- *All of the above are **very insecure** ways to send passwords.* Always choose passwords which are a phrase or sentence.
- **Use only the telephone - (person to person - *not* text or voice mail) or give it to the person when you see them – these are the 2 secure ways to give someone a password.**
- Emails, social media platforms & messaging apps are particularly vulnerable to hacking.
- Emails especially are vulnerable owing to the various 'online systems' they link with prior to reaching the recipient.
- Should you be provided with password access any part of the Stogumbershop.co.uk website or other digital app for the shop, do not share the password with ANYONE. ALWAYS LOG OFF/OUT OR CLOSE DOWN the website/app when you have finished reading - do not leave it open on your device - that is important!
- **Security advisers suggest** writing down your own passwords in a specific and secure place (a small notebook?) where you can access it at home. Do not ever keep it with you in your purse, wallet or bag and especially not in your phone cover/case.