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| General Data Protection Regulation (GDPR) rules effective May 2018 |  |

To comply with the new rules, Knutsford Hosts reviewed the purposes of our processing activities, and decided that the most appropriate lawful basis for our activities is ‘legitimate interests’. This paper documents our decision on which lawful basis applies, to help us demonstrate compliance.

‘Legitimate interests’ means that processing is necessary for our legitimate interests and the legitimate interests of the third parties that we support.

Knutsford Hosts is a community volunteering scheme. Our purpose is to support the town’s numerous events, activities, local organisations and local charities by providing a ‘bank’ of volunteers as a community resource. We are satisfied that there is no reasonable way to achieve our purpose without the use of processing personal contact information.

* As a community volunteering association, we could not function if we were unable to share personal contact information for the purposes of keeping everyone informed about events and activities that request volunteers from Knutsford Hosts
* The third parties that we support could not benefit from our support were we not able to share the contact details (email, telephone number or both) of the Hosts who volunteer to help with an event or activity, which is a vital part of their event management
* As a voluntary association, it would be detrimental to the social and teamwork aspects of our association were we unable to share contact details

The only information held about an individual Knutsford Host is their application form which is never shared with a third party, and their contact details. For communication purposes we hold name, email address and telephone number on a Word document spreadsheet and communicate to primarily by email and, occasionally, by telephone and text. We do not use SMS. We do not share the contact details spreadsheet with any third party.

Contact details are used to communicate details of all Knutsford Hosts-related activities to Knutsford Hosts; to communicate between Hosts the name and contact details of Hosts who are supporting an event or activity because Hosts work as a supportive team; and contact details are shared with third party event organisers so that they can satisfy their own event management needs, e.g. volunteer briefing and arrangements on the day.

Knutsford Hosts’ contact details are never used for marketing purposes.

We have included information about both the purposes of the processing and the lawful basis for the processing in our privacy notice, which has been updated and emailed to Knutsford Hosts.



**Data Privacy Notice**

Knutsford Hosts is a community volunteering scheme. Our purpose is to support the town’s numerous events, activities, local organisations and local charities by providing a ‘bank’ of volunteers as a community resource. The lawful basis for our data processing is ‘legitimate interests’.

This document includes information about both the purposes of our data processing and the lawful basis for our data processing:

* As a community volunteering association, we could not function if we were unable to share personal contact information for the purposes of keeping everyone informed about events and activities that request volunteers from Knutsford Hosts
* The third parties that we support could not benefit from our support were we not able to share the contact details (email, telephone number or both) of the Hosts who volunteer to help with an event or activity, which is a vital part of their event management
* As a voluntary association, it would be detrimental to the social and teamwork aspects of our association were we unable to share contact details

The only information held about an individual Knutsford Host is the application form which is provided by the Host. This information is primarily contact details and event/activity preferences.

The application form is never shared with a third party. Personal contact details (name, email and phone number) are collated onto a spreadsheet which is colour-coded to identify Hosts who have received their badges and those awaiting their badges. This spreadsheet is held only by the data controller on a laptop that is not networked with any other computer and is never shared with any third party. The spreadsheet does not exist as an online database. The laptop is password-protected. All reasonable steps are taken to maintain security and protect against unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure.

Your information is not used for marketing and we do not use any automated decision making or profiling of individual or collective personal data.

The information provided by a Host is only used for Knutsford Hosts’ purposes and none other: we hold personal contact details (name, email and telephone number) for communication purposes and communicate primarily by email and also, occasionally, by telephone and text.

Contact details are used to:

* communicate details of all Knutsford Hosts-related activities to Knutsford Hosts#
* to communicate between Hosts the name and contact details of Hosts who are supporting an event or activity because Hosts work as a supportive team
* to share with third party event organisers so that they can satisfy their own event management needs, e.g. volunteer briefing and arrangements on the day

We hold a very basic events/activity record that records the names of the Hosts who support each event or activity and, occasionally, the relevant rota. Many events take place on an annual basis so it helps with planning to know which Hosts have previous experience.

From time to time we receive emails from people enquiring about becoming a Knutsford Host. The only information that is retained is the enquiry email to the Knutsford Hosts gmail account and the reply.

Information is only held for as long as necessary, i.e. whilst an individual remains a Knutsford Host.

Any Knutsford Host has the right to request access to the information held; correct any information that might be incorrect (such as a change of address); leave the Knutsford Hosts and/or object to data processing (if they think it is not being processed for the purpose it was collected for) by contacting the data controller Sarah Flannery by email knutsfordhosts@gmail.com.

In instances when an individual wishes to leave Knutsford Hosts, upon notification of same their contact details will be deleted and they will no longer receive any communication other than an email informing them of these steps.

Should a DBS check be required for a volunteering role, the checks will be the responsibility of the requesting organisation and none of that information will be held by Knutsford Hosts. The only information provided to said organisations by Knutsford Hosts is the sharing of an individual’s contact details with the organisation to enable the organisation to make appropriate arrangements with the individual. In these instances, the individual is copied in on that email, the individual having already expressed an interest in volunteering for that organisation (or their event or activity).

Sarah Flannery

Knutsford Hosts Chair and data controller

Knutsford Hosts August 2019

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