

**Contact 88**  
**General Data Protection Regulation 2018 (GDRP)**  
**Promise and Privacy Policy**

Contact 88 is a Registered Charity with the objectives of providing an outings service for the elderly and disabled and as part of this objective offers a programme of events and activities to its clients.

**Contact 88 Promise**

Clients, Drivers and Assistants entrust the Executive Committee and Office Administrator with personal details in furtherance of the Charity's objectives. For its part the Charity promises;

- To keep everyone informed about its work and what it is achieving, through the Annual Report, Website, Newsletter, and email or telephone.
- To use data only for the specific purpose of scheduling and advising clients of events.
- Not to sell members' data.
- Not to share members' data with others for their own use.

**Privacy Policy**

The Charity is proud of the services it provides and the support that Clients, Drivers and Assistants give.

Contact 88 must comply with the data protection principles which are set out in the General Data Protection Regulations 2018. For example: information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. Contact 88 will only share personal information that it holds with those that are involved with the planning and organisation of outings within Contact 88 and will never share information with any other organisations.

As soon as a Client, Driver or an Outings Assistant indicates that he/she no longer wants to be registered with Contact 88 all personal details will be deleted from its computer records and any paper copies will be destroyed safely.

**How does the Charity collect information?**

Information is collected when a Client, Driver or Outings Assistant completes a registration form and returns it to the Office Manager. The application form requests personal details of name(s); address and postcode; telephone, email and date of birth as well as general details about health/mobility. The Charity does not receive information about members from third parties, nor does it collect general information about visitors to its website.

**What does the Charity do with your information?**

Personal information provided by Clients, Drivers and Outings Assistants is stored on Contact 88's Office Managers computer and her home computer as well as the Outings Co-ordinators computer all of which have up to date anti-virus software. A hard copy of the registration form is also kept in the Office Administrators office which is always locked when unoccupied. Information is also kept in a sealed envelope on each of the buses for use in the event of an emergency.

Any personal information held by the Charity will only be retained for as long as it remains relevant to ongoing membership or attendance at events.

**Safeguards**

Clients and volunteers can request a copy of their data at any time and can seek confirmation that data is deleted when they are no longer involved with Contact 88. Any request should be submitted to the Office Administrator on 01243 531988 or e-mail [contact88@btinternet.com](mailto:contact88@btinternet.com)  
A member will be informed of any breach which might endanger their rights or liberties.

Contact 88 has designated one of its Trustees as its Data Protection Officer. All enquiries regarding the GDPR and the Contact 88's policy should be made via the Office Administrator to this person. Only the information captured from the registration form will be kept but if you want confirmation of what personal details are held by Contact 88 then please feel free to contact the Data Protection Officer via the Office Manager.