



Registered Charity No: 1141886
Registered Company No: 07480160

Reg. Office: The Apex, 2 Sheriffs Orchard, Coventry CV1 3PP

The General Data Protection Regulations (GDPR)

1Voice - Communicating Together

Privacy Notice

This policy is dated 15 May 2018.

1Voice – Communicating Together is a data controller and data processor under the terms of the GDPR. This legislation comes into effect on 25 May 2018.

In order to comply with the terms of the GDPR, 1Voice – Communicating Together uses the legal basis of consent for processing personal data.

1Voice – Communicating Together is registered with the Information Commissioner's Office. Registration number Z3314971.

Information Held

Membership

1Voice holds the following personal information in a membership list. This is your title, surname, given name, postal address, home phone number, mobile phone number, e-mail address and what capacity you have applied for membership (i.e. parent, carer, family member, AAC user (under 18), Adult AAC user, volunteer, professional). This information may also include partner's name (if applicable), child/childrens names and approximate ages, details on communication systems/preferences of AAC users. 1Voice also holds details of your contact preferences (i.e. by email, post, text, phone).

This information is derived from completion of a membership form. At the time of signing up to membership, consent is given to hold the information on a password protected database. Consent is also given to share with the local branch only (where applicable).

This information is not shared with any other outside organisations. The only exception would be where there is a legal requirement to disclose personal information.

The information is used to contact members about 1Voice events in their area and to inform them of 1Voice activities. From time to time, we may also contact you about other news/ events relating to the field of AAC.

The information is held on a password protected database which is accessed by the 1Voice administrator. A hard copy is maintained for the purposes of data recovery only and is kept in a secure locked filing cabinet.

National events

If a member has attended a national event 1Voice may hold information about food allergies, accessibility needs and more detailed information about AAC users in a communication passport. This is information necessary to plan the activities appropriately.

This information is collected at the time of registration for the 1Voice event and at the time of completing a communication passport.

The information may be shared with trustees/volunteers organising the event activities. Where relevant, information may be shared with the venue who is hosting the event (e.g. food allergies, accessibility needs). Only necessary information will be shared and it will be anonymised where possible.

This information is stored on an excel spreadsheet. Computer data retained will either be held encrypted or password protected.

Branch events

Contact details may be held by local branch co-ordinators/ event co-ordinators where a local event has been held.

This information is not shared with any outside organisation. The only exception would be where there is a legal requirement to disclose the information.

The information is used to contact interested parties about future 1Voice local events.

Where computer data is retained, this will either be held encrypted or password protected.

Trustees/Volunteers

In addition to the membership information, 1Voice holds a Disclosure & Barring Service (DBS) tracker spreadsheet and details of safeguarding training undertaken. This contains your name, date of birth and DBS number to allow the 1Voice administrator to perform a DBS check. Separate consent will be obtained for permission to undertake a DBS check. The information is held in a password protected excel spreadsheet. The information is not shared with any outside organisations unless there is a legal obligation to do so.

Fundraising

1Voice is deemed to be a data controller where information is passed to us from third party fundraising platforms. The third party fundraising platforms we currently use are Charity Checkout, Give as You Live and Virgin Money Giving.

- **Charity Checkout**

1Voice is currently able to run a report containing your name, postal address and email address.

From time to time, a report is run by the 1Voice administrator to review the payments made for accounting purposes. The report is held as a password protected excel spreadsheet. At the time of making a donation you have the option to consent to receive marketing messages from 1Voice. Where consent to marketing has been received, 1Voice will use the personal data to contact you and to thank you for your donation.

Where consent to receive marketing messages has been obtained, your personal data is held on a password protected database which is accessed by the 1Voice administrator. A hard copy is maintained for the purposes of data recovery only and is kept in a secure locked filing cabinet.

1Voice will not share your personal data with any outside organisations.

- **Give as You Live**

1Voice is currently able to run a report containing your name, postal address and email address if provided at the time of signing up to the service.

From time to time, a report is run by the 1Voice administrator for accounting purposes and to monitor the number of individuals signed up to the service. The report is held as a password protected excel spreadsheet. 1Voice does not use the information for any other purposes.

1Voice will not share your personal data with any outside organisations.

- **Virgin Money Giving**

At the time of making a donation you have the option to consent to receive marketing messages from 1Voice. 1Voice will no longer be able to see the personal information of the person who made the donation, unless they have consented to receive marketing. Where consent to marketing has been received, 1Voice will use the personal data to contact you and to thank you for your donation.

1Voice will not share your personal data with any outside organisations.

Where consent to receive marketing messages has been obtained, your personal data is held on a password protected database which is accessed by the 1Voice administrator. A hard copy is maintained for the purposes of data recovery only and is kept in a secure locked filing cabinet.

Photographs

1Voice holds photographs taken at 1Voice events. These photographs may include you and any of your family members, including children. These photographs may appear on our website, social media and in our newsletter in order to share details of the events with our members and also with the general public for publicity purposes/ awareness raising.

Consent to the taking of photographs is sought at the start of an event. A note will be made that consent for the taking of photographs has been given and this will be kept on file.

Right of Access

An individual can request access to their personal data in writing. Please send any request to 1Voice, 2 Sheriff's Orchard, Coventry, CV1 3PP or 1voice-admin@1voice.info.

Right to rectification and data quality

In order to ensure that the personal data held by 1Voice – Communicating Together remains accurate and up to date, a member will be contacted on an annual basis to review the information held and are asked to report any amendments required. This will specifically include whether there are any changes to consent regarding the taking of photographs.

Right to erasure including retention and disposal

1Voice – Communicating Together will erase personal data where it is no longer required or where an individual has asked for the information to be erased. Please write to 1Voice, 2 Sheriff's Orchard, Coventry, CV1 3PP or 1voice-admin@1voice.info if you would like your personal data to be removed from our database.

Right to restrict processing

1Voice- Communicating Together will only process data in accordance with an individual's consent. An individual can request that the processing of their personal data is restricted. Please write to 1Voice, 2 Sheriff's Orchard, Coventry, CV1 3PP or 1voice-admin@1voice.info with any such requests.

Right of data portability

The processing of personal data by 1Voice – Communicating Together is not carried out by automated means and therefore, an individual does not have a right of data portability.

Right to object

Personal data is processed as a result of consent and therefore, an individual does not have a right to object. However, an individual can withdraw their consent at any time in writing. Please write to 1Voice, 2 Sheriff's Orchard, Coventry, CV1 3PP or 1voice-admin@1voice.info with any such requests.