

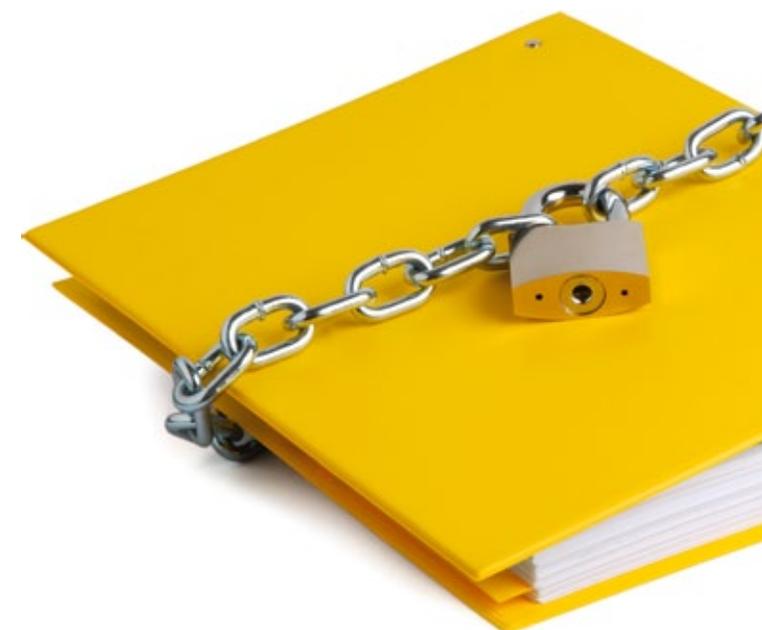
## How safe are my details?

All BVSC staff and volunteers must make sure your details:

- Are kept in a locked cabinet or drawer. This includes details kept on paper or on disc.
- Are protected by a password if they are kept on a computer.
- Aren't given to anyone who should not have them. This includes giving your information in writing or by telling someone. It also means we shouldn't give your information to someone by accident.

## Can I see what information BVSC holds about me?

Yes. If you write to our Data Protection Manager we will reply within ten working days. If the details we have are wrong or out of date you can ask us to change them or even remove them if you think we shouldn't have them.



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Birmingham Voluntary Service Council Ltd (BVSC) is a registered charity (no. 218795) and a company limited by guarantee (no. 421688).

BVSC takes privacy and the security of personal data very seriously and makes every effort to comply with data protection legislation. This leaflet tells you about...

# The Data Protection Act

## What is the Data Protection Act?

When you give your personal details to a company, for example your telephone or gas company, the Data Protection Act says they must be kept private, safe and only for use by certain people for certain reasons.

The Act protects your personal details whether they're kept on paper or on a computer. It also protects photographs and videos of you and any voice recordings made by you.

## What about my personal information?

Under the Act your details must:

- Be used fairly and lawfully
- Only be used for the purpose for which they were taken
- Only contain the details that are needed
- Be accurate and up to date
- Not be kept for any longer than is necessary
- Be kept safely and securely
- Not be transferred to another country which might not protect your rights.

## Does BVSC need my personal information?

Yes, but only sometimes. We may need it:

- If you want to register to volunteer
- If you want to volunteer or work for us
- If the people who give us contracts and grants ask us for it.

When we ask you for personal information we will think about:

- If we really need it
- If it is *sensitive information* and whether we have your permission to keep it
- If we've told you how your information will be used
- If we've checked that the information is correct
- If we can keep it secure
- How long we need to keep it for.

## What will BVSC do with my information?

We'll use your details to contact you, or to see who our customers are and what services they may need in the future. We may also use them to see whether certain areas of Birmingham, or certain types of people, aren't using our services and try to find out why.

Some information we can only use if you want us to. This is called *sensitive information* and includes:

- Your racial or ethnic background
- Your political opinions
- Your faith or other beliefs
- Whether you are a member of a trade union
- Your physical or mental health
- Your sexual life
- Any alleged offence, court proceedings or conviction.

