

## **Grangetown Community Volunteers – Keeping Data Safe**

Grangetown Community Volunteers (GCV) is a project set up under the aegis of Grangetown Community Action to support people in the community who are isolating and who may need simple errands e.g. going to the shops performed on their behalf.

GCV is being coordinated by local councillor Ash Lister and a team of six area coordinators: Dafydd Trystan Davies, Corrin Hanlin, Sian Jones, Yvonne Connolly, Lizzie Swaffield and Nia Anwyl Evans. They are supported administratively by Colin Greer and Steve Duffy.

### **Volunteer Data**

Volunteers offer their services and are allocated based on their home address to a particular area.

We collect from volunteers their name, address, tel contact no, email address, their DBS status, whether they have access to a car, what languages they speak and any other information that may be relevant (e.g. if they are a professional designer or chef).

The data is stored securely centrally on a site that is accessible to the team listed above. It is shared amongst the coordinators so that if one or more of the coordinators becomes incapacitated for whatever reason, the data remains accessible to the remaining coordinators.

### **Individual Data**

Individuals requesting help do so by telephoning the relevant area coordinator. The area coordinator will collect the data necessary from the individual in order to be able to provide support – this will include name, address and telephone contact number. It may also include Date of Birth and relevant health information e.g. if they are isolating due to COVID-19 symptoms or because they are in a vulnerable group. The area coordinator will confirm to the individual requesting help that their data will be held securely and shared with a specific volunteer. The data will be stored securely on the central site, with details of the allocated volunteer. The data will also include a note to confirm that support has been delivered (when appropriate).

### **Data Retention**

All data collected will be collected solely for the purpose of providing support to individuals in Grangetown during the period of the COVID-19 crisis. Once the crisis has passed, defined as when the Welsh Government lifts all COVID related restrictions – all data collected will be securely destroyed.

### **Comments / Complaints**

If you have any queries / questions / complaints they should be directed to the co-chair of Grangetown Community Action in the first instance, Cllr Ash Lister [gccsecretary@outlook.com](mailto:gccsecretary@outlook.com) or [grangetowncardiff@yahoo.co.uk](mailto:grangetowncardiff@yahoo.co.uk).

### **Removal of Data**

If you would like your data to be immediately removed from the secured site please Email Cllr Lister via [gccsecretary@outlook.com](mailto:gccsecretary@outlook.com) or [grangetowncardiff@yahoo.co.uk](mailto:grangetowncardiff@yahoo.co.uk).