

## Ipswich Outreach Data Protection Policy

### Personal data received from you once volunteering relationship has commenced

Your name, address, phone number(s) and email address are captured on enrolment to Ipswich Outreach. These are needed for the following reasons:-

Address – for insurance purposes

Phone number - to contact you in event of needing to cancel or re-arrange a session

Email address - to contact you in event of needing to cancel or re-arrange a session and to keep you up to date with charity related materials such as updated procedures.

All of the above contact methods are also needed in the event of Environmental Health needing to see what has happened on a Soup Kitchen evening should an outbreak arise they will need to get in contact in order to omit us from their investigation.

### Storage of these details

All details are held within Microsoft 365 on OneDrive and Microsoft Sharepoint both of which are compliant to GDPR. Emails between us are also kept in the Microsoft 365 email system.

Access to these software tools is via charity owned devices of the Ipswich Outreach Trustees Ian Walters (Founder) and Brandley Smith (IT). Both of these computers are password protected.

Your data is never shared with other people or companies.

### Data processing

There is no data processing done within Ipswich Outreach.

### Data access and retention

Please email [trustees@ipswichoutreach.co.uk](mailto:trustees@ipswichoutreach.co.uk) if you require a copy of your data or wish to correct, delete or update it. One of the trustees will respond within 30 days of receiving your request.

Your data will be deleted from our systems 14 days after your last Soup Kitchen evening on notification of you ceasing voluntary work with us.

### Website

The website [www.ipswichoutreach.co.uk](http://www.ipswichoutreach.co.uk) captures detail of IP address and device type used to access it via cookies, unless you opt out of this. This is for general analytics.

The contact form, once completed is directly emailed to the email address [info@ipswichoutreach.co.uk](mailto:info@ipswichoutreach.co.uk). No data is kept local to the website.