

# **BIRMINGHAM TALKING NEWSPAPERS FOR THE BLIND AND VISUALLY IMPAIRED (BTNBVI)**

## **Data Protection Policy**

BTNBVI is committed to protect the privacy of all its listeners, volunteers, members, donors and any other stakeholders and to process their personal information to comply with General Data Protection Regulation.

### **The personal information we need and why**

**The information we collect from listeners is,**

- Name
- Address
- Contact details (telephone and/or email address)

We may also collect

- The name and contact details from a family member, friend or carer.

This information is used for the purpose of sending out recordings of the publications that have been requested. In addition it may be used for dealing with any queries in connection with the sending out and returning of the recordings or difficulties with players.

It may also be used to obtain feedback about our recordings.

**The information we collect from volunteers, trustees and any other stakeholders is:**

- Name
- Address
- Contact details (telephone and/or email address)
- Times they are free to volunteer

For volunteers, this information is used for the purpose of contacting them in connection with their role, to ensure the smooth running of the organization. It may be used, for example, to inform committee members or trustees about meetings, and all volunteers about the time, date and place of the AGM.

### **Protecting the information**

BTNBVI has appropriate measures in place to protect the information it collects

- Personal details will only be used for the purposes set out above.
- The policy will be reviewed at least annually, and measures updated when appropriate

- Personal details will be held for a period of not longer than twelve months, after we have been informed recordings are no longer required, or when volunteers leave the organization.
- Appropriate technical and organizational measures are in place to protect personal data from unauthorized or unlawful processing, and from accidental loss, damage or destruction.
- Personal information is not used for marketing or shared with any third parties.
- When sending bulk emails, personal email addresses will be blind copied so that personal details are not visible to others.

## **Accessing your information**

Individuals are entitled to ask for a copy of the information held by BTNBVI, to correct any errors or restrict the processing of their data. We will respond within one month of receipt of the request. There is no charge for this.

For all enquiries regarding data protection, please contact [info@btnbvi.org](mailto:info@btnbvi.org) or telephone 0300 330 1404

## **Compliance**

The trustees of BTNBVI act as data controllers, with day-to-day responsibility being delegated to a named individual at each centre. In the event of a breach of compliance, the data controller(s) should be informed as soon as possible in order that appropriate action may be taken. GDPR compliance will be reviewed explicitly at each 5-year audit by our Independent Examiner.

This policy document will be available for all listeners and volunteers to access.

*BTNBVI February 2024*

*This policy replaced the previous BTNA Data Protection policy. It is due to be reviewed in July 2024*