

## VSA GDPR POLICY

Oct 2018

1. The VSA will not share personal data when distributing VSA information. For example, bcc email addresses when distributing VSA minutes (not cc).
2. The VSA will email all persons on the VSA email list asking for consent to a) confirm the individual is happy for the VSA to have their email to send out meeting minutes and when discussing event organisation b) confirm the individual is happy for us to share their email with other co-organisers for the purposes of organising events and meetings.
3. All VSA event forms must include this:

Contact details provided will be used by the VSA and others helping at VSA events to organize this event and in the case of needing to contact parents/ carers in case of an emergency. By providing contact details you consent to such use for this, and all future, events run by the VSA in this academic year. If you wish to withdraw consent, please contact the VSA. Further details are on the VSA webpage.

On the School webpage under VSA:

- Personal data will be stored on personal laptops and other devices of the VSA and other volunteers assisting at VSA events.
- A repeat of the wording on the forms about what you will use the data for and consent (as for point 3).
- Personal data will be deleted at the end of the academic year.

Nb. Remove request for email address on event forms as not necessary.

LG/ JD Oct 2018