

What is personal data and why do we need to protect it?

Personal data is information that relates to an identified or identifiable individual, and could be as simple as a name, telephone number, address, email address or photo. It could be held on paper or electronically on your devices.

Wildlife Trust BCN staff and volunteers are legally required to keep it safe.

As a guide, if you treat the personal data of others as you would like your own personal data to be treated you can't go far wrong!

Keeping it safe

If you are given personal details please keep them safe and protect them from getting lost, damaged or stolen until they can be passed to an employee of the Trust (if applicable). For example we need Volunteer Forms for new volunteers and information about a volunteer's medical or physical condition that restricts the tasks they can do.

Some simple security measures include keeping paperwork with you, storing it in a secure place when not in use and putting strong passwords on all your devices.

If personal details are no longer required, or you cease volunteering for the Wildlife Trust BCN, please dispose of all personal data securely i.e. delete or shred.

Keeping in touch with others

If you are sending out an invitation via email please use the bcc functionality so that email addresses are not shared amongst the email group (unless you have permission from all of the group to do so).

Feel free to swap your personal contact details with other volunteers if both parties consent to this. This may help you to co-ordinate volunteering activities and/or transport arrangements.

Keeping your details up to date

Please keep your Wildlife Trust BCN contact up to date with any changes to your personal details e.g. email address or phone number, or if there are any changes to your volunteering availability or skills.

Further Information

Details of how Wildlife Trust BCN processes personal data can be found here [Data Protection Policy | Wildlife Trust for Beds, Cambs & Northants \(wildlifebcn.org\)](https://www.wildlifebcn.org/Data-Protection-Policy)

Details of how Wildlife Trust BCN protect your privacy can be found here [Privacy Policy | Wildlife Trust for Beds, Cambs & Northants \(wildlifebcn.org\)](https://www.wildlifebcn.org/Privacy-Policy)

If you have any questions please get in touch with your Wildlife Trust BCN contact, or for any data protection specific questions please email rachel.hopper@wildlifebcn.org (Head of Legal Compliance) or mia.randall@wildlifebcn.org (Data Officer).