

POLICY NAME	PRIVACY and DATA PROTECTION POLICY				
GROUP NAME	Operations			POLICY NO.	005
ORIGIN DATE	January 2021	LAST REVIEW DATE	6.9.22	VERSION NO.	2
APPROVED BY	Chair of Board Margaret Tait	APPROVAL DATE	8.12.22	NEXT REVIEW DATE	December 2025
Signature					

Policy Statement

ICCF Your Voice are committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection, in line with General Data Protection Regulation [GDPR](#) and the [Data Protection Act 2018](#).

Policy Aims

To be transparent with regard to the use of data, giving people confidence on how Your Voice uses and stores their personal information.

To ensure personal information collected is:

- Used fairly, lawfully and transparently
- Used for specified, explicit purposes
- Used in a way that is adequate, relevant and limited to only what is necessary
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary
- Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

Procedure

Personal Information Held by ICCF Your Voice

To enable us to send relevant updates and information to people, we record and process personal information that is shared with us.

The information given may include: name, address, e-mail address, phone number, age, etc., including your areas of interest.

Information is collated by filling in forms on our website, attending events or groups or by corresponding with us by phone, e-mail or face to face.

We do not share personal information with anyone

Permission to use photographs, video and audio clips

We take photographs and produce audio/film clips as part of our engagement work. This may be during an engagement session or focus group.

We could use these images and clips in our publications, on our website and social media.

There is implied consent when agreeing to be in a photograph, video or audio clip – if a person does not want their image or audio clip used, they should not participate.

We may also request the completion of this [F012 Media Consent Form 2019.docx](#).

Withdrawal of consent.

If anyone wants to withdraw their permission to use their image or audio clip, they can inform us in person, by phone or by emailing enquiries@yourvoice.org.uk and we will refrain from using this in the future.

Your rights

Under the Data Protection Act 2018, you have the right to find out what information Your Voice store about you. These include the right to:

- Be informed about how your data is being used
- Access personal data
- Have incorrect data updated
- Have data erased
- Stop or restrict the processing of your data
- Data portability (allowing you to get and reuse your data for different services)
- Object to how your data is processed in certain circumstances

If you require details on how Your Voice use and store information, please contact enquiries@yourvoice.org.uk.