

HUMLEDON OUTDOOR ACTIVITIES ASSOCIATION

ORGANISING ACTIVITIES FOR PEOPLE WITH DISABILITIES

Regd. Company: 3589422

Regd. Charity: 1074757

Privacy Statement

This document explains how HOAA handles information given to us by our members and volunteers. This also applies to communication with the HOAA committee and its Trustees.

Why do we need your information?

HOAA is a charitable company which provides a programme of activities for people with special needs offering interest and stimulation, recreation, healthy exercise, new experiences, social interaction and fun. The activities help members to develop life skills, friendships and increased independence. HOAA is staffed entirely by volunteers.

What personal data does HOAA collect?

- Name, address, contact details and date of birth for people applying for individual, helper or family membership.
- Name, address, contact details and date of birth for people applying as volunteers
- Name and contact details for volunteer referees as part of the volunteer application process

These contact details are held in paper and electronic format for purposes of communication in connection with members and volunteers.

Volunteer instructors and carers may also ask for medical information (in written form) when advisable for safety reasons for the duration of HOAA events.

In addition, photographs and videos are taken of members, carers and volunteers at Association activities. These are used in HOAA's magazine, website, photo library and occasionally social media for the purposes of marketing and general communication.--. Images will be stored securely, and we will delete them after they are no longer needed for publicity purposes.

How do we collect your data?

Most of the information we may hold about members and volunteers has been provided directly by the individuals themselves, or by an organisation supporting them with their consent. As applicants, members and volunteers have supplied the majority of this information on the HOAA application form which is mandatory for all applications.

Members are asked via the annual membership application form to give their consent for images and videos to be taken and used for HOAA business, both for paper/digital communication and social media. Volunteers are also asked to give their consent for use of their images on form PD2 as part of the volunteer application process.

How do we use your data?

The collection and use of personal information only relates to an individual's activities within or on behalf of HOAA.

Personal information is retained securely by the HOAA Secretary, Event Coordinator, and Treasurer for the duration of membership or volunteering , and for 12 months beyond, for the purpose of communication in relation to HOAA business.

Medical information (when advisable for safety reasons) is only carried for the duration of HOAA events and is destroyed or returned after the event.

The data is only shared in confidence with the HOAA membership Secretary and its Trustees.

In exceptional circumstances, certain personal information may be retained as part of safeguarding processes and procedures (see HOAA safeguarding policy for further information).

The data is not passed to any third party organisation, unless in the context of a safeguarding incident (see HOAA safeguarding policy for further information).

If there are any queries concerning this notice, please contact HOAA on 0191 548 3715, chris_may@talktalk.net

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