

Guidance for volunteers on personal data

As part of your work with Leicester City of Sanctuary (LCoS) you may be required to keep personal data about beneficiaries, employees, volunteers and trustees.

We take the care of personal data seriously, so ask that you:

- Only obtain personal data if it is relevant for the purposes of running LCoS;
- Keep the amount of personal data you keep to a minimum;
- Make sure that the data is accurate and kept up to date, if necessary;
- Only keep the data for as long as you need it for the purpose for which it was collected;
- Keep the data secure, either password protected or in a locked cupboard or filing cabinet.

If you lose any personal data relating to LCoS activities, you must inform the finance officer as soon as possible, who will inform the ICO.

If you have any questions about obtaining and storing personal data on behalf of LCoS, please contact our finance officer, Alex Jakeman at alexj@leicester.cityorsanctuary.org

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