



Dear Volunteer,

2020

On May 25th 2018 the EU General Data Protection Regulation (GDPR) became law. We are writing to you because at Didcot Volunteer Drivers we are committed to protecting and respecting your privacy.

As an office volunteer, you have provided DVD with personal information on your application form and also via references. In addition for volunteer drivers we hold details of your vehicle, DBS certificate and car insurance.

We hold this data for the legitimate interest of operating a voluntary transport service. Under the new law, we need your permission to keep this data on our records.

- Office staff: your written paperwork is stored in a secure place with limited access.
- Drivers: Your data is held securely on the DVD office computer and your written paperwork is stored in a secure place to which only DVD staff have access.

Your data will only be used to fulfil your role as a DVD office volunteer or volunteer driver for as long as you wish to continue. We will not use your data for any other purpose or share it with any third parties.

DVD has Privacy Policies for Drivers and Office Staff setting out your rights to see, amend or erase the data we hold. The policy is available on request in the office or by e-mail.

Please sign both copies of this letter; return one copy to the DVD office in the enclosed envelope and keep the other copy for your records.

Please sign below if you permit Didcot Volunteer Drivers to hold your personal data for the legitimate interest of operating a voluntary transport service.

I confirm that I permit Didcot Volunteer Drivers to hold records of my personal details for as long as I continue in my role as a volunteer driver or office staff member.

Name. Please print.....

Signature.....

Telephone number.....

Please return this signed letter in the SAE enclosed as soon as possible.

Thank you from Didcot Volunteer Drivers Committee

Didcot Volunteer Drivers

Didcot Volunteer Drivers is a Charitable Incorporated Organisation - Registered Charity No. 1183404

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