

Village Emergency Contact Database Policy

Purpose:

To hold a central database of volunteer residents in Radcliffe on Trent who are willing to support those vulnerable residents in need in the event of an emergency situation with shopping, fetching prescriptions and signposting for further advice or professional support. (The database will be used for no other purpose).

The central database will enable the Parish Council to forward relevant information and put volunteers in touch with each other to form co-ordinated responses and also feedback information to higher tier authorities that there is a community system of support in place.

Definition of Emergencies:

Covid Lockdown, Flooding, Power Outages and other events of a similar nature.

Data held on Volunteers:

Name, Address, Telephone and Email (allocated to specific streets in the Village).

Access to Data:

The Parish Council Office Staff, x2 Designated Cllrs who are admin for the Radcliffe to the Rescue Facebook page and the Volunteer Database Community. Data must be handled in accordance with the Parish Councils Privacy Notice:

https://www.rotpc.com/wp-content/uploads/2018/05/Parish_Council_Privacy_NoticeV1.0.pdf

Data Protection Officer, Storage and Maintenance of Database:

Parish Clerk is the DPO, the database will be maintained by the Parish Clerk supported by Parish Council staff, the database is stored on the secure P.C Office network.

Review:

The volunteers will be contacted on an annual basis via email to ascertain if they still wish to 'opt in' and remain on the database. If no response is received by a reasonable deadline then all data on the individual volunteer shall be deleted.

Volunteers can also contact the Parish Clerks office at any time via email and request that they are removed from the database.

Referees:

Volunteers will be asked to provide details of a referee.

Advertising for volunteers (awareness)

The Parish Council will use the following channels to publicise and disseminate information:

- Radcliffe to the Rescue (Facebook page)
- Website (inclusive of policy and expression of interest form)
- Designated email address for correspondence
- Information leaflet drop to new housing developments
- Village Notice Boards