

Speak Out in Hounslow

Data holding Policy including GDPR

Speak Out in Hounslow holds data on our members for monitoring, safety and communications purposes.

We hold two forms of data.

- 1) **Membership Data** - Information gathered as people sign up to become members. Once members, they are able to take part in our activities and receive our quarterly newsletter by post from which they select which activities they wish to attend.
- 2) **Email sign up consent** – this is where the general public... via our website... can sign up to receive email communication from us on an occasional basis.

Membership Data

We are a membership based organisation. Data is captured by our members completing and sending us a membership form. The data includes contact name, address, telephone numbers and emergency contact information. We also ask if they are a wheelchair user and if they have any medical conditions we should be aware of before they take part in any of our activities.

We also capture information on religion and ethnicity, and photographic consent.

All members must sign to say they understand a) we are an activities provider and not a support organisation. b) we support adults with learning disabilities and are not a mental health organisation.

Data is held on a secure industry standard database for charities called Charity Log. Only “authorised staff” (3 staff members and the 2 Directors) have access to the database.

When a new member joins Speak Out in Hounslow, they fill in our membership form. The form is securely input onto the database by one of our authorised staff.

When members attend activities... a register of attendance is taken by staff. The attendee information is then input onto Charity Log by one of our authorised staff.

Data captured is used on a minimum of a quarterly basis for monitoring and report writing (often a requirement of our funders). Data is also used by The Directors to support fundraising activities. Charity Log provides the statistics with staff providing anecdotal data through their own monitoring writing.

When report writing, monitoring, or completing funding applications... all staff only refer to our members by initials (e.g. “NB said he really enjoyed the

swimming”). No personal data about members is used that could directly identify the individual to those outside of the organisation.

We do not provide any personal information (such as contact information) to third parties, unless this is specifically requested by you and a referral form is completed. The only other data shared is at a statistical level to funders, potential funders, and statutory organisations.

Email sign up consent

People wishing to be kept informed of Speak Out in Hounslow activities and who don't wish to become members (e.g. professionals such as support workers) can sign up via the Mailchimp form on our website. They then actively subscribe to receive occasional emails from The Directors about areas of interest (such as the latest publication of “Speak Out News”.)

Prior to the GDPR compliance date of 25th May 2018, The Directors emailed twice out to the list of people it held to ask them to sign up for emails via the Speak Out in Hounslow website. Since this date... only those signed up via the Mailchip service are able to receive mass emails from us. An opportunity to opt out of mass emails is available at the bottom of the email they receive.

The Data Holding policy will need to be reviewed annually. All aspects of the policy are monitored as an ongoing practice. An annual review will be carried out by the management committee.

Date reviewed: March 2023

Date reviewed: March 2024

Date reviewed: January 2025

Date reviewed: January 2026

Date of next review: January 2027