

LAST UPDATED 2018-05-19

Data we are processing	Reason for processing	Legal basis for processing	Further justification (if needed)	Access control	Retention period	Third Party Processor (if any)
Membership data (email addresses, names, addresses, telephone numbers)	To maintain our database of members of LCV	Legal obligation (SCIO regulations 2011); consent	It is necessary for LCV to be able to contact our membership to fulfill obligations under charity law, and to make members aware of the charity's activities	Database and paper records held by Membership Secretary. Live version held on encrypted filesystem. Unencrypted copies are held in physically secure locations. Backup copies online are encrypted and only committee members hold the key	1 year after last task attended by volunteer	Google
Volunteer data (photographs, for publicity)	To publicise LCV's activities	Legitimate Interest	LCV's 2nd objective is "To advance the education of the public in the principles and practice of environmental conservation by providing volunteering opportunities and training in practical conservation skills.". We believe that using photographs of our volunteers at work to publicise our activities, on our website and elsewhere is within LCV's legitimate interest as defined by our objectives. However, we will in addition verbally ask for consent from volunteers before using their photograph on the website.	Photographs used are on the public website	Photographs will remain on the website for a limited period	None
Volunteer data (names, telephone numbers)	To take bookings for tasks from volunteers, and allow the task bookings person to update volunteers if (for example) a task is cancelled.	Fulfillment of contract. Legitimate interest		Records held on paper by person taking care of task bookings (the transport secretary or their deputy).	Until task in question is complete	None
Leader/driver data (names, telephone numbers, email addresses)	To maintain our list of leaders and drivers and arrange task logistics	Fulfillment of contract. Legitimate interest		Records held online in G-Suite drive. Only committee members with a valid username and password have access	Until a volunteer stops being a leader/driver	Google
Banking details (names, email addresses, sort code and bank account numbers)	To pay expenses to volunteers and suppliers	Fulfillment of contract. Legitimate interest		Paper records held by treasurer. Scanned copies circulated to payment approvers via LCV email system who ensure that LCV monies are being disbursed appropriately	5 years after last use	Bank of Scotland
Trustee data (email addresses, names, addresses, telephone numbers)	To maintain the list of current and previous trustees	Legal obligation (SCIO regulations 2011); consent		Database and paper records held by Membership Secretary. Live version held on encrypted filesystem. Unencrypted copies are held in physically secure locations. Backup copies online are encrypted and only committee members hold the key	7 years after leaving the committee	Google
Client data (email addresses, names, phone numbers)	To maintain contact and relationships with our clients	Fulfillment of Contracts with client; Consent to continued contact by task organiser to book additional tasks		Client data held by G-Suite. Accessible only to committee members with valid login and leaders and drivers with a valid link to the data	10 years after last task	Google.
Client data (email addresses, names, phone numbers)	For billing and other business purposes	Contract		Elements of client data related to invoicing held by treasurer. Backups held by other members of the committee.	10 years after last invoice	Google
Charity email (email addresses, names, phone numbers, addresses, attached files)	General charity business	Legitimate Interest		Held online by G-Suite. Accessible only to committee members with valid login	Email currently retained indefinitely. This is under review	Google.
Charity correspondence (addresses, names, phone numbers)	General charity business	Legitimate Interest		Held by committee members on paper. Most correspondence held by Coordinator and Treasurer	7 years	None
Website access data	To monitor usage of our website	Legitimate Interest		Held by our web host in detailed form. Only aggregate data made available to LCV so we cannot use this to identify particular users. Included here for completeness only	10 years	EasySpace Ltd.
Website analytics	To monitor usage of our website	Consent (by explicit click-through on website)		Access by webmaster and publicity officer only	1 year	Google.
Social media	To engage with our volunteers and clients	Consent (by friending LCV on facebook)		All LCV material on Facebook is public.	Indefinite, so long as consent is maintained via Friendship status	Facebook