



# **Dorset Voluntary and Community Sector Assembly (VCSA)**

## **GDPR Policy**

**Effective Date:** 1 February 2025

### **Introduction: Protecting Your Data**

At Dorset Voluntary and Community Sector Assembly (VCSA), we take your privacy seriously and are committed to protecting your personal information in compliance with the General Data Protection Regulation (GDPR). This policy explains how we handle your data and your rights regarding your personal information.

### **1. Data Collection and Consent**

We are asking all stakeholders, including professionals and volunteers, to complete a GDPR consent form. This form is essential if you wish to continue receiving information from us via email, such as our regular newsletters and updates on events and activities that may interest you. By filling out this form, you are providing explicit consent for us to use your personal information as specified.

### **2. Purpose of Data Collection**

We collect personal information to:

- Communicate with you effectively
- Send you our newsletters and updates
- Inform you about events, activities, and services you may find interesting
- Respond to your inquiries and provide customer support
- Improve our services and tailor our communications to your preferences.

### **3. How We Use Your Information**

Under GDPR, we ensure that your personal information is used only in ways you have given us permission to. This includes:

- Storing your data securely
- Using your information solely for the purposes you have consented to
- Notifying you about updates, events, and other relevant information
- Complying with legal and regulatory requirements.

#### **4. Data Security Measures**

We have implemented administrative, technical, and physical security measures to protect your personal information. These measures include:

- Encrypting data where necessary
- Regularly updating our security protocols
- Restricting access to your personal information to authorized personnel only
- Conducting regular security assessments to ensure the integrity of our systems.

#### **5. Data Sharing and Third-Party Access**

We do not share your personal information with third parties without your consent, except:

- When required by law or regulatory obligations
- To protect your rights and our legal interests
- With service providers who assist us in our operations, ensuring they comply with GDPR requirements.

#### **6. Your Rights**

Under GDPR, you have the following rights regarding your personal information:

- The right to access your data and request a copy
- The right to rectify any inaccuracies in your data
- The right to erase your data, subject to legal and regulatory obligations
- The right to restrict the processing of your data
- The right to object to the use of your data for specific purposes
- The right to data portability, allowing you to obtain and reuse your data across different services.

#### **7. Changes to This Policy**

We may update this privacy policy from time to time to reflect changes in our practices or for legal, operational, or regulatory reasons. We will notify you of any significant updates through our communication channels.

#### **8. Contact Us**

If you have any questions, concerns, or requests related to your personal information or this GDPR policy, please contact us at [contactus@dorsetvcsa.co.uk](mailto:contactus@dorsetvcsa.co.uk) or by post at:

Dorset VCSA C/o Citizens Advice Central Dorset, 1 Acland Road, Dorchester, DT1 1JW

We are here to assist you and ensure your data is handled responsibly and securely.