LAST UPDATED | 2023-09-19

Data we are processing	Reason for processing	Legal basis for processing	Further justification (e.g. legitimate interest test, if required)	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 fulful obligations under charity law, and to make members aware of the charity's activities	Database 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. Paper records held in the main LCV archive.	1 year after last task attended by volunteer for full details. 6 years after last task for names and dates (as required by legislation)	Google
Volunteer data (names, telephone numbers)	To take bookings for tasks from volunteers by phone, 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
Membership data (email addresses, names, telephone numbers)	To take bookings online using the EventBrite service and to update volunteers if (for example) a task is cancelled	Fulfillment of contract. Legitimate interest	These details are collected by our online booking provider, EventBrite and used only for the purposes of booking tasks. Data is processed according to EventBrite's model terms and conditions: https://www.eventbrite.com/l/legalterms/ https://www.eventbrite.co.uk/help/en-gb/articles/460838/eventbrite-privacy-policy/	A subset of LCV Trustees are given access to the EventBrite platform via their LCV.ORG.UK accounts for the purposes of managing online bookings	Until relevant information has been incoporated into our membership records.	EventBrite
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 and this outweighs any potential harm to volunteers. 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 and social media feeds.	Photographs will remain on the website for a limited period	None
Volunteer data (names, telephone numbers, email address)	To engage with EUSA volunteer centre to recruit volunteers	Legitimate Interest	We advertise on the EUSA website to students at Edinburgh University. In order to do this, volunteer data, including that of the publicity officer must be exchanged. A data sharing agreement is in place	Records of trustees responsible for maintaining the listings held by EUSA. Some new-volunteer information transferred to LCV as part of this process (when a potential volunteer contacts LCV via the EUSA site)	Ephemeral; retained only long enough for the publicity officer to explain how to book.	EUSA
Volunteer data (names, telephone numbers, email address)	To engage with volunteers recruited at the Volunteer Fair, held annually by Volunteer Edinburgh	Consent	At the volunteer fair potential volunteers may give us their personal details in order to be sent further information about volunteering with LCV.	The data is retained by the Publicity Officer alone.	Ephemeral; the data is retained only for as long as required to send on additional information including how to book	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

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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	In common with other organisations, LCV uses email heavily for communication. This necessarily requires retention of personal data. To do so is proportionate as the communications are necessary for the continued operation by LCV, and were they not conducted by email they would be conducted by other means. The risk of harm to our correspondents is minimal in the normal course of events. In addition the provision of role-specific email accounts for LCV trustees minimises the flow of such data outside the organisation, e.g. via personal email accounts.	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	In common with other organisations LCV will correspond by letter and phone. This necessarily requires retention of personal data. To do so is proportionate as the communications are necessary for the continued operation of LCV and the risk of harm to persons is minimal in the normal course of events.	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	LCV needs to communicate effectively with its current and potential user base. Our website is key to this. The aggregate website access statistics provide a guide to this. In addition our web host provides access to the webserver log files from which the statistics are prepared. Access to the log files is proportionate as they permit us to safely, securely and effectively operate our website. Though the logfiles allow identification of particular users, the detailed logs are only retained for 30 days before they are removed.	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 (in aggregate). 30 days (detailed)	Mythic Beasts Ltd
Social media	To engage with our volunteers and clients	Consent (by friending LCV on facebook or following on Instagram)		All LCV material on Facebook and Instagram is public.	Indefinite, so long as consent is maintained via Friendship status	Facebook, Instagram

DisposalRecords

Date	Dataset (refer to data asset register)	What destroyed	Who by?

DisposalRecords