

EDT DATA PROTECTION

You will receive personal information on students that must be kept in a secure manner prior to and during the event/course and must be destroyed/deleted or returned to EDT at the end of each course to ensure we fully comply with our Data Protection Policy.

Before we can provide you with any student data, we must ask that you read, sign and return this document to EDT.

You agree:

1. To ensure the rights of data subjects are appropriately safeguarded.
2. That personal information is not transferred outside of your control without suitable safeguards.
3. To take appropriate technical and organisational security measures to safeguard personal information. This will include the information and records related to data subjects being stored securely and only accessible to authorised employees.
4. To ensure you have the facility to safely and securely store any copies, including but not limited to digital storage and hard copies which have personal information on them; and the facility to dispose of **all** electronic, paper or other media in a confidential manner within 5 days of the completion of each course. If you are unable to do this, you agree to send all documentation with personal information back to the EDT office recorded delivery within 5 days of the completion of each course, to be disposed of in a secure manner.

Signed:

Print Name:

Date:

EDT is committed to a policy of protecting the rights and privacy of individuals from whom EDT needs to collect and use personal data to carry out our work. We recognise the requirements of the Data Protection Act (DPA) that govern the use of information about people (personal data) and we will take all reasonable steps to meet this responsibility by ensuring data is:

- processed fairly and lawfully, and shall only be processed in line with this policy
- obtained only for one or more of the purposes specified in the DPA, and shall not be processed in any manner incompatible with that purpose or those processes
- adequate, relevant and not excessive in relation to those purpose(s)
- accurate and where necessary, kept up to date
- not kept for longer than is necessary
- processed in accordance with the rights of data subjects under the DPA
- kept secure by the data controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information

Our data protection policy is updated to ensure full compliance with the General Data Protection Regulations that become effective in May 2018.

EDT Volunteering Code of Conduct

We would like to take this opportunity to thank you for volunteering with EDT. Volunteers play an important part in supporting the young people that EDT are here to serve. This Code of Conduct has been produced for all our volunteers, defining the standards of behaviours expected to ensure that our volunteers have productive and supportive relationships with each other, EDT employees and other persons who interact with the charity.

EDT volunteers must always:

- Be a good role model with behaviour and an attitude that are in line with our values and mission.
- Treat all young people, teachers, volunteer peers, other external stakeholders and EDT employees with respect and dignity.
- Comply with all applicable UK laws and guidance whilst volunteering or post experience (i.e., data protection including adherence to the General Data Protection Regulation and confidentiality).
- Make sure they are familiar with and follow EDT's policies and procedures – Complaints, Privacy, Volunteer and Safeguarding. If you are unsure where to find these, please speak to your local EDT representative.
- Remember that mentoring is a friendly but professional relationship – social activities outside the mentor relationship are not deemed appropriate.
- Maintain a safe and appropriate distance with the young person.
- Avoid situations where they are alone with an under 18-year-old young person, agreeing parameters with the teacher/school during initial discussion and continue to ensure a member of EDT staff or teacher is present throughout future interactions whether on-line or face to face.
- Ensure any face-to-face meetings are conducted in the young person's place of work, if volunteering to mentor a student on a year's work placement, where it is understood that the confidential nature of the activity will necessitate meeting in a private area if on site.
- Observe appropriate on-line etiquette, safeguarding and adherence to the GDPR protocols.
- Avoid contact on personal social media accounts.

EDT volunteers must not

- Give a young person a lift in their car.
- Loan money to a young person.
- Have any physical contact with a young person or other volunteers.
- Consume alcohol or use non-prescription drugs whilst volunteering with EDT, whether online or face to face.

What happens if I don't follow the code?

If a volunteer doesn't follow the Code, it is referred to as a breach. If someone believes you have acted in a way that breaches this code, they are entitled to let EDT know who will formally investigate and may stop working with you as a volunteer as a result.

I agree to adhere to EDT's Code of Conduct.

Signed:

Date:

