

DATA PROTECTION STATEMENT



**Southampton
Coronavirus
Mutual Aid
Group**

www.sotonmutualaid.uk
Hotline: 07923 353365

DATA PROTECTION STATEMENT

The law requires us to:

Only collect, store or use personal data for a clear, specific purpose. Only collect, store and use the minimum amount of data needed for the purpose. Not to keep extra data if we don't know why we need it, and not to keep data that is no longer needed for a clear purpose. Make sure people know how to contact us if they want you to remove their data from your records. Tell people what data you have about them if they ask us to, and remove it if requested. To Store data securely.

Our purpose is to help those dealing with isolation in our community, therefore we will only keep data for the direct administration and delivery of this aim. This includes:

- 📞 Names
- 📞 Phone numbers
- 📞 Addresses (including postcode)
- 📞 Details of a request for help.

As well as this, risk status is identified by Hotline handlers and WhatsApp Coordinators - including whether the recipient is exhibiting any 'at risk' or 'high risk' behaviours and whether a recipient has been referred to SCC Safeguarding systems.

This data will only be held by SCMAG and at a point at where the mutual aid group is not responding to support requests that are directly related to the COVID crisis. Person identifiable data will be stored securely and electronically for 6 months in archive. It will then be deleted. We are exploring a way that once data no longer is in use it can be anonymised and stored in a secure NHS data warehouse. An online software called Airtable is being used as the data storage method. This software is secure, fully GDPR compliant and is the only place the data is stored.

Personal data will never be shared unless we believe yourself or a vulnerable individual is placed at risk by what you share with us.

We believe that keeping a record of interactions that occur through our hotline is important in maintaining the safety and security of those who use it, we will not hesitate to provide details to the relevant authorities if wrongdoing is suspected.

All individuals with access to any amount of personal data have been vetted.

For more info or advice check out this website: <https://www.resourcecentre.org.uk/information/data-protection-for-community-groups/>

