



## Community Car Scheme Privacy Notice

### Who are we?

We are Community Alliance Community Car Scheme. Our address is the Nigel Copping Community Building, Sanville Gardens, Stanstead Abbots, SG12 8GA. You can contact us via post at the address above, by email at [communitycar@communityalliancebeh.org.uk](mailto:communitycar@communityalliancebeh.org.uk) or by telephone on 0300 123 1677.

Our appointed Data Protection Officer is Sarah Forbes. You can contact her about any enquires regarding our use of your personal data via post at the address above, via email at [sarah@communityalliancebeh.org.uk](mailto:sarah@communityalliancebeh.org.uk) or by telephone on 0300 123 1034.

### What personal information do we collect?

The Community Car Scheme collects the following information when you register as a Volunteer Driver:

- Name
- Address
- Contact details including phone numbers and email address
- Date of birth
- Details of an emergency contact
- References
- Vehicle and insurance details
- Details of your driving licence including number, expiry date and whether or not you have any endorsements on it or have been convicted of a traffic offence
- Details of any medical conditions that could affect your ability to drive and/or support clients
- A photo of you for your ID badge
- Outcomes of your DBS check

You are able to update the information that you have provided us with at any point by contacting us using the details above.

### Why do we collect this information?

We collect this information to help us decide whether you qualify to become a driver and to assist us when arranging suitable lifts and to contact you regarding them.

We collect this information with your consent which is obtained when you sign the Volunteer Driver Consent Form.

We may also be required to pass on details of people involved in criminal activities that may affect our organisation, by law.

We also pass on your name to our insurer who have data protection policies in place that are compliant with current legislation.

Other personal data will only be passed to other third parties with your consent.



### **How long do we keep your data for?**

We will keep your information for the duration of your role as a Volunteer Driver. After that, we will keep it for one year.

### **How do we store information?**

Your information is stored in our password protected database and/or restricted access document libraries, which are both based within the UK and only accessible to Community Car Scheme staff. We also keep a paper copy of your Application Form in a locked filing cabinet with restricted access.

When you complete the application form through our website, this information will be stored there in the necessary secure servers and email accounts until we have transferred the information onto our document libraries. Our website provider and host are both compliant with current data protection legislation.

We do not use the information that you provide us with to make automated decisions that might affect you.

### **What are your rights?**

By law, you are able to ask us what information we hold about you, and can ask us to correct it if it is inaccurate.

You are also able to ask us to erase it and for a copy of your information to be sent to you. You can also ask us stop using your information for a period of time if you think we are not doing so lawfully.

You can ask us to stop using your information, which you can do at any time by emailing, writing or telephoning us using the contact details above. This may mean that you will not be able to be a Volunteer Driver.

### **Your right to complain**

If you have a complaint about the way we use your information, you are able to contact the Information Commissioner's Office via their website ([www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)) or write to them at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF