

The Snowflake Trust Limited

Operating The Snowflake Winter Night Shelter

Privacy Policy - Volunteers

Preservation of Volunteers' privacy is important to The Snowflake Trust Limited and we are committed to letting you know how we use Volunteers' personal information and to making only responsible use of your data.

References to "we", "us", or "our" in this Privacy Policy are references to The Snowflake Trust Limited, a company limited by guarantee registered in England and Wales, registered company number 5950395 and a charity registered in England and Wales, registered charity number 1119743. References to the "Trust" in this Privacy Policy are references to The Snowflake Trust Limited.

1. Information about you

1.1 We will collect personal information from you when you register as a Volunteer or enquire about our activities. This may include your name, title, email address, physical address, telephone numbers and job title. We may also ask for some additional, non-personal information, including the training you have undertaken, and your availability for shift allocation.

2. Our use of this information

2.1 Your personal information will only be used to offer training, to allocate you to shifts and to provide you with information relating to the operation of the Trust in accordance with its stated Objects.

2.2 We will not share your information with any other individual or organisation without your specific consent.

3. Security

3.1 We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.

3.2 Data held on the website is password protected and is available to only a few named individuals.

3.3 Paper Volunteer Registration Forms containing personal information are held in a secure manner, with access restricted to certain named individuals.

3.4 Communications in connection with the Trust may be sent by e-mail. For ease of use and compatibility, communications will not be sent in an encrypted form. E-mail unless encrypted is not a fully secure means of communication. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

3.5 Volunteers will be allocated a password-protected account on the Snowflake website which holds Volunteers' personal data. Passwords are encrypted and are under the control solely of the individual Volunteer who thus has access to the data held to enable accuracy to be checked, and for that data to be amended from time to time as necessary and/or appropriate.

4. Cookies

4.1 Cookies are not used on the Snowflake website.

5. Other information

5.1 If you would like us to correct or update any information, or if you would like information deleted from our records, then please email us at info@snowflake-nightshelter.org.uk (but see also 3.5 above)

5.2 This privacy policy may be updated from time to time, so please check it periodically.

5.3 Links within our website to other websites are not covered by this privacy policy.

Please read this policy in light of all other policies of the Trust available at all night shelter locations and at www.snowflake-nightshelter.org.uk/policies