**GDPR (General Data Protection Regulation)**

**Families and Babies (FAB) Guarantee**

To ensure we comply with the new General Data Protection Regulation (GDPR) we have updated our data policies.

Below you will find some information about the new GDPR legislation:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

**GDPR and FAB Training**

**Why do we hold data?**

We hold your personal data as a way of contacting you throughout your training and afterwards as a way of supporting you as continue to volunteer with us

**How we process your data?**

We use this data to create your user account on out training platform and to register you for certification with Certa (our Awarding Body).

As a FAB volunteer your personal data will be stored on our secure encrypted FAB database and will **only** be shared with the FAB management team to allow for on-going support and supervision. All paper records are disposed of through a confidential waste system.

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

**What do we hold?**

We hold the data you provide to us when you complete application and registration forms. This is generally;

Your full name, date of birth, address, telephone number, email address, gender and disclosed disability status.

Information about your reasons for volunteering and regarding your breastfeeding journey.

**Your rights**

You have the right to:

* Request a copy of your personal information
* Check your information is being handled correctly
* Raise a concern
* Ask for your records to be removed

Once we have received a request for any of the above, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law. Please note if we remove your records you will not be able to continue your training or volunteering with us.

We have appointed a Data Protection Officer (DPO) to oversee our compliance under the General Data Protection Regulation and our responsibilities as a service provider. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO at INFO@FAMILIESANDBABIES.ORG.UK

Please contact a member of your local FAB team to request any of the above

(Contact details are on our website www.familiesandbabies.org.uk)