



**Cirencester & District
TALKING NEWS**

GENERAL DATA PROTECTION REGULATIONS (GDPR) POLICY 2026

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Charity Registration Number: 1218012

Member of the Talking News Federation

Cirencester & District Talking News ('C&DTN')

General Data Protection Regulation (GDPR) Policy 2026

Data C&DTN keeps in relation to listeners

1. The Listener Enrolment Information comprising home address, email address, land line and/or mobile telephone numbers will be filed in an active listeners file ('Listeners' File'). The file will be held under lock and key and accessed only by volunteer members authorised by the Trustees to be key holders.
2. The Listeners' File will also be stored on the C&DTN computer ('the Computer'). Access to the Computer will be restricted to volunteer members authorised by the Trustees.
3. The Listeners' Files will not be shared with any outside organisation, body, or person.
4. The information contained on the Listeners' File will be retained only for as long as the individual Listener continues to receive service provided by C&DTN ('the Service'). When a Listener stops receiving the Service, any printed/written enrolment information will be shredded, and the information contained on the Computer will be deleted.
5. Listener's home addresses will be used only for the purpose of providing the Service or as required in order to maintain contact with the Listener.
6. The paper copy of the Listeners' File and the Computer will be kept in the C&DTN office. The office will be locked when unoccupied and will be located within a locked building. Access to the office will be limited to such volunteers as the Trustees authorise from time to time and to any authorised visitors.
7. It will not be practical to provide an online facility for listeners to access their information in the Listeners' File. Any request for access to such information shall be made to the data protection controller ('DPC') at the C&DTN office. The contact telephone number for the DPC will be given as part of the Service.

8. The purpose of holding the information in the Listeners' File is to facilitate the regular and timely provision of the Service to each listener.
9. By initially applying for and subsequently receiving the Service, it will be assumed that a listener has given consent for C&DTN to retain their data.
10. Any data breach is to be reported to the DPC. C&DTN is required by law to notify the Information Commissioner's Office ('ICO') of any breach that could result in a risk to listeners' rights and freedoms.
11. A General Data Protection Regulation ('GDPR') statement will be sent on one occasion only to each listener via a recording.
12. C&DTN is required by Data Protection legislation to tell listeners how it safeguards their personal information.
13. What follows explains how C&DTN follows the law:
 - i. C&DTN keeps listeners' completed enrolment information in a file held under lock and key accessed only by a limited list of key holders. Listeners' home addresses, email addresses, land lines and/or mobile telephone numbers are all recorded on the Computer.
 - ii. Access to the Computer is limited to a volunteers authorised by the Trustees. Information will not be shared with any outside organisation, body, or person. When a listener stops receiving the Service, any printed/written enrolment information will be shredded, and the information on the Computer deleted.
 - iii. Home addresses will only be used by C&DTN for the purpose of providing the Service or for C&DTN administrators to maintain contact with you.
 - iv. The DPC, will be the person appointed by the Trustees.
 - v. It is impractical for C&DTN to provide an online facility for listeners to access, check and amend their data. Any request for access is to be made to the DPC at the C&DTN office. The contact telephone number will be given during each recording.
 - vi. By applying for, and receiving, the Service, it will be assumed that listeners continue to consent to C&DTN retaining their data.
 - vii. Any data breach should be reported promptly to the DPC. C&DTN is required by law to notify any breach that could result in risk to any listener's rights and freedoms to the ICO.

- viii. Any concerns about the way C&DTN is holding any personal information should be brought promptly to the attention of the DPC.
- ix. C&DTN will rely upon listeners to let it know about any change of contact details.

Data CDTN keeps in relation to volunteers

- 14. Completed application forms will be scanned onto the Computer and the paper forms shredded.
- 15. Home addresses, email addresses, land line telephone numbers and/or mobile telephone numbers may be copied onto a memory stick for the DPC ('the Memory Stick').
- 16. No information or data will be shared with any outside organisation, body, or person.
- 17. Information or data will be retained for so long as volunteer continues to volunteer with C&DTN or for as long as required by law. As soon as legally possible after a volunteer ceases to volunteer, their information and data will be deleted from the Computer and the Memory Stick
- 18. Email address and telephone numbers, but not home addresses, may be shared with other C&DTN volunteers but only so far as is required to enable CDTN to provide the Service and to facilitate team and general volunteer meetings.
- 19. It will not be practical to offer an online facility to volunteers to amend their information or data. Any request to amend should be made to the DPC. It is hoped that all volunteers will keep their details up to date.
- 20. An application to join C&DTN as a volunteer will be considered to be an ongoing consent to hold the information and data.
- 21. Any data breach should be reported promptly to the DPC. C&DTN has an obligation to notify any breach that could result in a risk to the rights and freedoms of a volunteer to the ICO.
- 22. A volunteer shall not make known to any third-party any information about a fellow volunteer or listener gathered whilst engaged in volunteering for C&DTN either whilst volunteering or at any time after they cease to be a volunteer.