

## **Doorstep Homeless Families Project – General Data Protection Regulation Policy**

Doorstep London ('Doorstep') is required to comply with the new EU General Data Protection Regulation (GDPR) from 25 May 2018, which replaces sections of, and works in hand with the Data Protection Act. The new legislation increases privacy for individuals and gives regulatory authorities greater powers, and its purpose is to give people more power over the information a company holds about them. GDPR focuses on data that can be personally attributed to you – your name, date of birth, address etc. To read about how Doorstep uses anonymous data from browser cookies, please read our Privacy Policy.

This Policy is designed to outline how long your data will be kept, how it will be disposed of, and how you can get in contact with us to discuss your data.

Doorstep collects only data that it uses for a specific purpose – we will not collect any data from you that we do not specifically need, and we will not use any of the personally attributable data you have provided for any purpose other than that which we give for collecting it. From time to time, we may get in contact with you to ensure that this data is up to date. Please note that there are occasions when relevant data has to be shared with relevant authorities if there is a legal requirement to do so.

Doorstep reviews its data annually, and sets out in Appendix 1 the retention period of certain records. These retention periods in some places comply with other legislation, but otherwise are kept for a practicable length of time. The Doorstep Management Committee are collectively responsible for maintaining this policy, and ensuring adherence to it.

Doorstep takes the security of the data it holds seriously and a number of measures are in place to keep your data safe. Please contact Vicky Fox at the address found at the bottom of this Policy to discuss the security of your data.

Under GDPR, you are entitled to know what information Doorstep holds about you, and can request a copy of it, or for it to be deleted from our records. If you would like to discuss this please contact Vicky Fox, the Director of Doorstep Homeless Families Project, at the address found at the bottom of this Policy.

### Contact details

Vicky Fox – Director – [vicky@doorsteplondon.com](mailto:vicky@doorsteplondon.com)

## Appendix 1 – retention periods of data

The table below outlines the length of time Doorstep retains your data. If you would like to discuss this, please contact Vicky Fox at the address on page 1.

1.	<p>Personally Identifiable Information (PII) from forms you complete when you join Doorstep as a user. This data includes:</p> <ul style="list-style-type: none"><li>- your name</li><li>- your address</li><li>- your child's names</li><li>- your child's date of birth</li><li>- telephone contact details</li></ul> <p>We keep this information for the duration of your time as a user of Doorstep, and for a year after you leave. It is then destroyed.</p>
2.	<p>PII from your application form to volunteer at Doorstep. This data includes:</p> <ul style="list-style-type: none"><li>- your CV (if you provided one)</li><li>- your CRB check</li><li>- your contact details (email and telephone)</li></ul> <p>We keep this information under certain employment laws, however information not required for this reason is kept for a year after you leave. It is then destroyed.</p>
3.	<p>PII from your successful application form to work at Doorstep. This data includes:</p> <ul style="list-style-type: none"><li>- your CV (if you provided one)</li><li>- your CRB check</li><li>- your contact details</li></ul> <p>We keep this information under certain employment laws, however information not required for this reason is kept for a year after you leave. It is then destroyed.</p>
4.	<p>PII from your unsuccessful application form to work at Doorstep. This data includes:</p> <ul style="list-style-type: none"><li>- your CV (if you provided one)</li><li>- your CRB check</li><li>- your contact details</li></ul> <p>We keep this information under certain employment laws, however information not required for this reason is kept for a year after you leave. It is then destroyed.</p>

5.	<p>PII from forms you completed on behalf of your child for the use of the afterschool clubs and crèche. This data includes:</p> <ul style="list-style-type: none"><li>- your child's name</li><li>- your child's date of birth</li><li>- emergency contact details</li><li>- relevant medical history and allergies</li></ul> <p>We keep this information for the duration of your child's time as a user of Doorstep's afterschool and crèche services, and for a year after you leave. It is then destroyed.</p>
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