

Data protection compliance for Patrol Managers

This document sets out advice for toad patrol managers on how to store and use personal details that they may hold on toad patrollers. Please see governmental advice on GDPR at (<https://www.local.gov.uk/our-support/general-data-protection-regulation-gdpr>). To ensure that Froglife complies with the General Data Protection Regulations (GDPR) 2018 please adhere to the following.

1. GDPR applies only to personal data, so any data that is being held by toad patrol managers on anyone that is company related (i.e. if you use the company email address), does not fall with the GDPR regulations and patrol managers do not need permission to use these details.
2. If patrol managers are holding any personal data such as personal email addresses, phone numbers etc. about toad patrollers then they have to give you permission to be able to use these.
3. We advise that patrol managers delete details of anyone who has not given permission to use their details.
4. Patrol managers can only use data for the purpose that they have given it (i.e. toad patrolling) and not for any other reason. Personal data cannot be used to advertise another event even if it may be toad-patrol related.
5. Patrol managers should not share personal data on toad patrollers with any third parties, without permission, even if it is to a toad patroller who wants to contact another.
6. We advise that patrol managers password protect access to the personal details of toad patrollers.
7. Patrol managers will need to delete the details of anyone who gives up patrolling or doesn't attend patrol sessions and hasn't indicated that they wish to remain on the list. Patrol managers should contact them to ask them before deleting them.
8. Patrol managers need to be able to prove that they have a valid reason for holding personal details of patrollers.

Froglife, 1 Loxley, Werrington, Peterborough PE4 5BW
Tel: 01733 602102 Email: info@froglife.org
www.froglife.org
Charity Patrons: Mike Dilger & Jules Howard