



PRIVACY POLICY (Old Projects/Services)

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Ratified by: (Name of responsible committee)	Strategy Sub-Group
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This privacy policy tells you what to expect BPRCVS to do with your personal data when you make contact with us or use one of our services/projects.

We'll tell you:

- why we are able to process your information
- what purpose we are processing it for
- how long we store it for
- whether there are other recipients of your personal information
- whether we intend to transfer it to another country, and
- whether we do automated decision-making or profiling

The first part of the notice is information we need to tell everybody.

BPRCVS is the controller for the personal information we process, unless otherwise stated.

There are many ways you can contact us, including by phone, email and post.

Our postal address: The CVS Centre, 62-64 Yorkshire Street, Burnley, Lancashire, BB11 3BT

Phone number: 01282 433740

Email address: info@bprcvs.co.uk

Most of the personal data, special category data and children's data we process is provided to us directly by you for one of the following reasons:

- You are representing your organisation
- You are a service user of one or more of our projects and services
- You wish to attend, or have attended, an event
- You subscribe to our e-newsletter
- You have applied for a job or secondment with us
- You have made an information request to us
- You have made a complaint or enquiry to us

We also receive personal data indirectly, in the following scenarios:

- An employee/client/volunteer of ours gives your contact details as an emergency contact or a referee

If it is not disproportionate or prejudicial, we'll contact you to let you know we are processing your personal data.

Data Subject Rights - Under GDPR you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information.

Your Right Of Access - You have the right to ask us for copies of your personal information. This right always applies. There are some exemptions, which means you may not always receive all the information we process.

Your Right To Rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. This right always applies.

Your Right To Erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your Right To Restriction Of Processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your Right To Object To Processing - You have the right to object to processing if we are able to process your information because the process forms part of our public tasks, or is in our legitimate interests.

Your Right To Data Portability - This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated.

You are not required to pay any charge for exercising your rights. We have one month to respond to you.

The current practices undertaken by BPRCVS where your personal data may be collected, processed or affected are described in the following pages.

For each project, service and data collection channel we have described in detail the purpose for BPRCVS collecting and storing data, the lawful processing basis determined by BPRCVS, what data is stored, who holds the data and who can access it, how we keep your data safe, how long you can expect us to keep your data, and when and how the data is removed and destroyed.

Back On Track - Social Prescribing Volunteer Programme

Purpose For Collecting & Storing Data

BPRCVS collects and stores personal and special category data for the purpose of matching volunteers to clients, arranging appointments and so that staff have the means to contact volunteers. Furthermore, we also collect next of kin data for the purpose of having a recognised emergency contact.

Basis For Processing Data

As a volunteer you agreed to the processing of personal and special category data by way of consent given when signing a declaration on the Volunteer Application Form.

What Data Do We Store

For volunteers to become a member of the Social Prescribing Team, BPRCVS collects and stores the following personal data:

Volunteer Application Form

Name, Address, Postcode, Telephone Number, Email Address, Date Of Birth, Volunteer Locality, Disability Status, National Insurance Number, Driver Status, Access To Car, Employment Status, Education Status, DBS Status, References Information, Days Of Availability, Details Of Convictions (Spent & Unspent) and Next Of Kin Emergency Contact Details.

Who Holds The Data

Only BPRCVS holds this data as the data processor.

Who Can Access The Data

Only BPRCVS Social Prescribing staff and the Back On Track coordinator have access to paper copies on file.

All BPRCVS staff with database access can access your personal data.

All BPRCVS staff may have access to your contact details if stored in Outlook calendars for the purpose of appointment management.

Data Security

Personal data and special category data is stored safely and securely on file in a locked filing cabinet within a locked office.

Data is extrapolated from the form/email and stored in a Microsoft Excel file to store electronic records of data. This is saved on a secure, cloud-based server which is backed up daily.

Forms returned via email are stored in Outlook on a secure, off-site exchange server. Outlook calendars contain basic contact details of volunteers.

How Long Is Data Stored For

For as long as you volunteer with the project and for a maximum of 7 years in line with Lancashire & South Cumbria Integrated Care Board (LSC ICB) requirements.

When & How Is The Data Removed & Destroyed

Paper files are confidentially wasted, and electronic records are deleted after 7 years.

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Volunteer Centre

Organisation Registration

Purpose For Collecting & Storing Data

BPRCVS collect and store data from organisations who wish to register with the BPRCVS Volunteer Centre for the purpose of promoting voluntary opportunities and recruiting volunteers.

Basis For Processing Data

Consent was given by completing a form and signing a declaration to allow BPRCVS to collect and store the data provided for the purposes of volunteering brokerage.

What Data Do We Store

For BPRCVS to effectively run the Volunteer Centre services we collect and store the following information:

Volunteer Centre Organisation Registration Form

Organisation/Group Name, Contact Name, Telephone Numbers, Email Address, Address, Website, Mission Statement, Aims Of Organisation, Volunteer Policy, Equal Opportunities Policy, Health & Safety Policy, and Public Liability Insurance.

Volunteer Centre Vacancy Info Sheet

Volunteer Vacancy, Organisation/Group Name, Address, Days & Hours Required, Volunteer Duties, Training Requirements, Preferred Skills, Qualities & Experience, Contact Person Name, Contact Telephone Number, Contact Email Address, Other Useful Information, and Additional Information.

Who Holds The Data

BPRCVS and the Do-it Trust hold this data. Do-it Trust are the data controller and BPRCVS the data processor.

Read the Do-it privacy policy to see how they process your data: <https://do-it.org/about/privacypolicy>

Who Can Access The Data

BPRCVS Volunteer Centre staff and Do-it have access to the data.

Data Security

The data provided from the Organisation Registration Form and Vacancy Info Sheet is stored in Outlook which is securely installed on on-site servers.

This data is also stored on the Do-it website and in the V Base database. Do-it stores data safely and securely on their own servers and the V Base database is stored safely and securely on BPRCVS on-site servers.

Any paper copies of forms not yet processed are stored securely in a locked filing cabinet in a locked office.

Archived electronic records, where practicable, are stored securely in BPRCVS' cloud-based storage and/or on an external solid-state drive which is securely locked away in a locked office.

How Long Is Data Stored For

Forms returned via email and stored in Outlook are only kept for as long as the organisation remains active.

Data is stored on Do-it and in the V Base database and is publicly available for as long the opportunities remain active. When opportunities are no longer available they are marked as inactive and therefore are no longer visible publicly. Such data is stored until an audit is undertaken to determine which data needs to be removed. An audit is undertaken annually.

When & How Is The Data Removed & Destroyed

Paper copies are confidentially wasted when the data has been processed.

Emails stored in Outlook are deleted when the audit has been completed providing there are no remaining opportunities listed as active.

Data stored on Do-it and in the V Base database is removed upon completion of the annual audit providing there are no active opportunities.

Application Form

Purpose For Collecting & Storing Data

BPRCVS collect and store personal data and special category data from individuals who wish to register with the BPRCVS Volunteer Centre for the purpose of volunteering.

Basis For Processing Data

Consent was given by completing a form and signing a declaration to allow BPRCVS to collect and store the data provided for the purposes of volunteer recruitment.

What Data Do We Store

For BPRCVS to effectively arrange suitable voluntary positions for you we need to collect and store the following information:

Name, Address, Postcode, Telephone Number, Email Address, Date Of Birth, Volunteer Locality, Disability Status, National Insurance Number, Driver Status, Access To Car, Employment Status, Education Status, DBS Status, References Information, Days Of Availability, Details Of Convictions (Spent & Unspent) and Next Of Kin Emergency Contact Details.

Who Holds The Data

BPRCVS and V Base Cloud produced and supported by Veda NFP Consulting Ltd on behalf of Do-it Trust hold this data. Do-it Trust are the data controller and BPRCVS the data processor.

Read the Do-it privacy policy to see how they process your data: <https://do-it.org/about/privacypolicy>

Who Can Access The Data

BPRCVS Volunteer Centre staff and Do-it have access to the data.

Suitable voluntary groups/organisations will be given your personal data for the express purpose of contacting you in relation to their voluntary positions.

Data Security

Application Forms are stored in a locked filing cabinet within a locked office.

The V Base Cloud is hosted on secure servers off-site.

Archived electronic records, where practicable, are stored securely in BPRCVS' cloud-based storage and/or on an external solid-state drive which is securely locked away in a locked office.

How Long Is Data Stored For

BPRCVS store volunteer application forms for as long as a volunteer remains interested in volunteering. BPRCVS will conduct an audit at least once annually to ensure volunteers wish to remain on our database for future opportunities and openings.

When & How Is The Data Removed & Destroyed

Upon completion of volunteering your data is removed from all electronic systems and any paper copies are confidentially wasted.

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Volunteering for Wellbeing & Community Hub

This project is still ongoing, but we've changed to new systems, so the below is no longer used.

Volunteer Brokerage Services, Initial Volunteer Enquiries, and Volunteer Application Forms

Purpose For Collecting & Storing Data

BPRCVS' Volunteering for Wellbeing & Community Hub requires the collection of relevant data to deliver our volunteer brokerage services, to recruit volunteers for both BPRCVS projects and services and brokerage roles, and the promotion of voluntary opportunities.

Basis For Processing Data

The lawful basis for processing this data is consent which is obtained upon completing the Volunteer Brokerage Initial Enquiry Form, and Volunteer Enquiry Form.

The lawful basis for processing application data is contractual which is obtained upon completing the Volunteer Application Form.

What Data Do We Store

For BPRCVS to effectively operate the Hub's services in relation to volunteer brokerage and the recruitment of volunteers, we need to collect and store the following data:

Volunteer Brokerage Initial Enquiry Form

Volunteer Coordinator Name, Contact Number, Email, Organisation/Group Name, Address, Organisation/Group Number (if different), Organisation/Group Email (if different), Operational Locality, Volunteer Role Title, Role Description, DBS Requirements, Driving Requirements, English As First Language Requirements, Access To Own Vehicle, Support Needs, and Any Other Information.

Volunteer Enquiry Form

Name, Gender, Date of Birth, Postcode, Phone, Email, Driving Licence, CVS/Gannow Role Applied For, Other Opportunities, Consent, and Date.

Volunteer Application Form

Name, Gender, Date of Birth, Address, Phone, Email, Driving Licence, Access To Car, Employment Status, Education Status, DBS, DBS Number, Disability/Illness/Condition Information, Name of Referee, Referee Email, Referee Phone, Referee Relationship, Organisation Applied To, Role Applied For, Locality, Day & Time Availability, Most Recent Employer Name, Employer's

Address, Role, Date Started, Date Finished, Reason For Leaving, Conviction Status, Where You Heard About BPRCVS, Emergency Contact Name, Emergency Contact Phone, Emergency Contact Email, Emergency Contact Relationship, Any Further Information, and Date.

Who Holds The Data

Only BPRCVS holds this data as the data controller.

Who Can Access The Data

Only BPRCVS staff can access the data.

Data Security

Forms returned via email are stored securely in Outlook on a secure, off-site Exchange server.

Paper forms completed/submitted in-person are stored in a secure, locked cabinet within a locked office.

Data extrapolated from all forms is stored in AideCRM which is a secure online database hosted off-site on a secure server.

Minimal personal data may be stored in Microsoft Office 365 programs which are saved in BPRCVS' secure, cloud-based storage.

How Long Is Data Stored For

Data will be stored for 7 years in line with funder's requirements.

The exception to this is any volunteer who is no longer active in their role, or never became active within 12 months. If the former, upon confirmation of no longer being active, your personal data will be removed at that point, and if the latter, all personal data will be removed from all systems upon the conclusion of 12 months of inactivity.

Active volunteers will have their personal data stored for as long as they remain active volunteers and therefore could exceed the 7-year retention period.

When & How Is The Data Removed & Destroyed

Upon conclusion of the funder's storage requirements, or when a volunteer becomes inactive all personal data is removed from electronic systems and any paper copies are securely destroyed using confidential waste.

If a volunteer registered with the Hub never becomes active, after 12 months all data is removed from electronic systems and any paper copies are securely destroyed using confidential waste.

Strengthening Communities: Volunteering In Lancashire (SCVL)

Purpose For Collecting & Storing Data

This project uses a variety of documents to collect and store data necessary for the running of the project. The purpose of these documents is to determine involvement with the project; to enter participants into the project; to monitor and provide support to participants; to record participant progress; and to record participant wellbeing.

Basis For Processing Data

Consent is given by you when joining the project by completing and signing a declaration giving permission to collect and store the required data for the purpose of the SCVL project.

What Data Do We Store

This project uses a number of different forms to collect personal data that we are required by our funder to store for processing.

Participant Entry Form

Full Name, National Insurance Number, Participant Reference Number, Project Start Date, Referral Information, Additional Information, Gender, Date Of Birth, Address, Telephone Numbers, Email Address, Ethnicity, Eligibility, Employment Status, Benefits Information, Qualifications, Housing Information, Parenting Information, Offender Information, and Health Information.

Basic Engagement Form

Full Name, National Insurance Number, Date Of Birth, Address, Telephone Numbers, Email Address, Ethnicity, Support Needed Information, and Circle Of Support Scores.

Circle Of Support Action Plan

Full Name, Circle Of Support Scores, Action Plan, and Additional Case Notes.

Ways To Wellbeing Survey

Full Name, Date Of Birth, VIEWS Reference Number, GP Surgery, Medical Appointment History, and Wellbeing Information.

Participant Exit Form

Full Name, National Insurance Number, Participant Reference Number, Project Leaving Date, Achievements, Education/Training Information, Employment Information, Qualifications, Job Search Information, Employment Status, and Feedback.

Who Holds The Data

BPRCVS and Views hold the data for participants involved in the project. Views are the data controller and BPRCVS are the data processor.

Who Can Access The Data

BPRCVS, Views and Community CVS can access the data through the shared cloud portal.

Data Security

All data contained in paper records are stored safely and securely in lockable BPRCVS file storage within a locked office.

We use Views CRM Database to store electronic records of data. This is a secure cloud-based database hosted on secure, off-site servers.

Archived electronic records, where practicable, are stored securely in BPRCVS' cloud-based storage and/or on an external solid-state drive which is securely locked away in a locked office.

How Long Is Data Stored For

All data collected, stored and processed for the SCVL project is stored for as long as the funder requires it. This is 11 years after the project end date.

When & How Is The Data Removed & Destroyed

Upon completion of the funder's storage requirements all electronic records are to be deleted and all paper files are to be confidentially wasted.

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Health & Wellbeing For Children & Families

Purpose For Collecting & Storing Data

BPRCVS must collect and store personal and special category data about children, parents/guardians and families to register children onto the Health & Wellbeing For Children & Families project.

Basis For Processing Data

The lawful basis for processing this data is consent which was obtained at the referral stage of the project.

What Data Do We Store

The Health & Wellbeing For Children & Families project stores a range of data and collects this data via a number of different forms.

Referral Form (old)

Referrer's Name, Referrer's Address, Referrer's Contact Numbers, Referrer's Email Address, Child's Name, Child's Address, Child's Phone Number, Child's Email Address, Child's Date Of Birth, Care Receiver's Name, Care Receiver's Date Of Birth, Care Receiver's Relationship, Care Receiver's Care Situation, Ethnicity, School Contact

Information, Other Household Member's Name, Other Household Member's Relationship, Other Household Member's Date Of Birth, and Tasks Carried Out By Young Carer.

Referral Form (from May 2024)

Date of Referral, Referral Via, Child's Name, Child's Date of Birth, Child's Address, Gender Assigned At Birth, Gender Identity, GP Name, GP Practice, NHS Number, EMIS Reference, Preferred Language, Ethnicity, Health Issues, School Name, School Contact Name, School Contact Number, School Contact Email, Reasons For Referral, Parent/Guardian Name, Parent/Guardian Date of Birth, Parent/Guardian Address, Parent/Guardian Relationship, Parent/Guardian Health Issues, Parent/Guardian Preferred Language, Other Household Members Details (Name, Age and Relationship), Referrer's Name, Referring Agency/Organisation, Referrer's Number, Referrer's Email, Safe To Visit, Infection Risks, and Additional Relevant Information.

Initial Assessment Form (old)

Child's Name, Child's Phone Number, Child's Email Address, Name Of Person Cared For, Health Condition Of Cared For Person, Names Of Other Household Members, Age Of Other Household Members, Relationship To Other Household Members, Names Of Other Care Providers, Caring Jobs Completed, Family/Friends Information, School/College Information, and Further Referrals Needed.

Parent/Guardian Information Form (old)

Parent/Guardian Name, Parent/Guardian Address, Parent/Guardian Date Of Birth, Parent/Guardian Diagnosis, Names Of Other Family Members, Date Of Birth Of Other Family Members, Relationship To Other Family Members, Contact Details Of Other Professional Agencies, Friends & Family Support Information, Child's Caring Role, Child's Health Information, Child's Education Information, Child's Interests & Hobbies, Parental/Guardian Consent, Ethnic Origin, and Preferred Language/Mean Of Communication.

Young Person's Initial Assessment Form (from May 2024)

Name of Worker, Initial Assessment Venue, Date of Initial Assessment, Young Person's Name, Young Person's Date of Birth, School/College, Teacher's Name, Teacher's Contact Number, Young Person's Interests, Clubs Accessed, Current Support Received, Support Required, Friends & Family Information, Feelings About School/College, School/College Attendance, and School/College Support.

Parent/Guardian Initial Assessment & Consent Form (from May 2024)

Child's Name, Child's Address, Child's Ethnic Origin, Child's Date Of Birth, Emergency Contact Number, Child's Allergy Information, Child's Dietary Requirements, Child's Medical Conditions, Child's Medication, Consent To Emergency Medical Treatment, Name Of Child's GP, GP Telephone Number, Swimming Information, Child's Needs & Limitations, Photographic Consent, Parent/Guardian Name, Parent/Guardian Address, Parent/Guardian Email, Family Structure, Other Agencies Supporting The Family, Friends & Family Support, Child's Education, Child's Interests, Support Needs, and Consent.

Photo Consent

Parental/Guardian Consent, Child's Name, Child's Address, Child's Phone Number, Child's Date Of Birth, and Name Of Parent/Guardian.

Who Holds The Data

BPRCVS holds this data as the data controller.

Who Can Access The Data

Only BPRCVS Health & Wellbeing For Children & Families project staff have access to this data.

Data Security

All paper copies of files, forms and records are stored safely and securely in a locked filing cabinet within a locked office.

All electronic records are stored in our Aide CRM database which is saved on a secure off-site server.

Archived electronic records, where practicable, are stored securely in BPRCVS' cloud-based storage.

How Long Is Data Stored For

All data is stored for as long as a young person is an active project participant and in line with our funder's requirement which is 5 years.

When & How Is The Data Removed & Destroyed

Upon exiting from the project all electronic records are deleted and paper copies are archived in file storage. After the conclusion of the funder's storage requirements all paper records are then confidentially wasted.

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Young Carers/We Count/Female Empowerment Project (FEP)

Purpose For Collecting & Storing Data

BPRCVS must collect and store personal and special category data about children, parents/guardians and families to register children onto the Young Carers project.

Basis For Processing Data

The lawful basis for processing the majority of this data is the contractual agreement to which was entered when registering for the project.

However, upon initial assessment and discussions with parents/guardians consent is sought in the initial instance.

What Data Do We Store

The Young Carers project stores a range of data and collects this data via a number of different forms.

Referral Form

Referrer's Name, Referrer's Address, Referrer's Contact Numbers, Referrer's Email Address, Young Carer's Name, Young Carer's Address, Young Carer's Phone Number, Young Carer's Email Address, Young Carer's Date Of Birth, Care Receiver's Name, Care Receiver's Date Of Birth, Care Receiver's Relationship, Care Receiver's Care Situation, Ethnicity, School Contact Information, Other Household Member's Name, Other Household Member's Relationship, Other Household Member's Date Of Birth, and Tasks Carried Out By Young Carer.

Initial Assessment Form

Young Carer's Name, Young Carer's Phone Number, Young Carer's Email Address, Name Of Person Cared For, Health Condition Of Cared For Person, Names Of Other Household Members, Age Of Other Household Members, Relationship To Other Household Members, Names Of Other Care Providers, Caring Jobs Completed, Family/Friends Information, School/College Information, Further Referrals Needed,

Parent/Guardian Information Form

Parent/Guardian Name, Parent/Guardian Address, Parent/Guardian Date Of Birth, Parent/Guardian Diagnosis, Names Of Other Family Members, Date Of Birth Of Other Family Members, Relationship To Other Family Members, Contact Details Of Other Professional Agencies, Friends & Family Support Information, Child's Caring Role, Young Carer's Health Information, Young Carer's Education Information, Young Carer's Interests & Hobbies, Parental/Guardian Consent, Ethnic Origin, and Preferred Language/Means Of Communication.

Parent/Guardian Consent Form

Young Carer's Name, Young Carer's Address, Young Carer's Phone Number, Young Carer's Date Of Birth, Emergency Contact Number, Young Carer's Allergy Information, Young Carer's Dietary Requirements, Young Carer's Medical Conditions, Young Carer's Medication, Consent To Emergency Medical Treatment, Name Of Young Carer's GP, GP Telephone Number, Swimming Information, Young Carer's Needs & Limitations, Photographic Consent, and Parent/Guardian Name.

Photo Consent

Parental/Guardian Consent, Young Carer's Name, Young Carer's Address, Young Carer's Phone Number, Young Carer's Date Of Birth, and Name Of Parent/Guardian.

Who Holds The Data

BPRCVS holds this data as the data controller.

Who Can Access The Data

Only BPRCVS Young Carers/ We Count/Female Empowerment Project (FEP) project staff have access to this data.

Data Security

All paper copies of files, forms and records are stored safely and securely in a locked filing cabinet within a locked office.

Data is extrapolated from the form/email and stored in a Microsoft Excel file to store electronic records of data. This is saved on a secure, cloud-based server which is backed up daily.

Forms returned via email are stored in Outlook on a secure, off-site exchange server.

Archived electronic records, where practicable, are stored securely in BPRCVS' cloud-based storage.

How Long Is Data Stored For

All data is stored for as long as a young person is an active project participant and in line with our funder's requirement which is 5 years.

When & How Is The Data Removed & Destroyed

Upon exiting from the project all electronic records are deleted, and paper copies are archived in file storage. After the conclusion of the funder's storage requirements all paper records are then confidentially wasted.

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UK Shared Prosperity – People & Skills: Steps To Employment

Purpose For Collecting & Storing Data

The purpose for collecting and storing personal data for this project is to enable registration with, and delivery of the project's service.

Basis For Processing Data

The lawful basis for processing your data is consent provided when registering with the service.

What Data Do We Store

Several forms are used for the processing of your personal data. Below is a breakdown of what personal data we store:

Participant Entry Form

Organisation, Participant Name, Customer Reference Number, Project Start Date, Gender, Date of Birth, Address, Phone Number, Email, Ethnicity, Eligibility Criteria,

Alternative Credible Evidence, Employment Status, Education Status, Education Details, Self-Declaration, Household Situation, Offender Status, Disabilities, Date, and Signature.

Participant Progress Form

Organisation, Participant Name, Customer Reference Number, Project Start Date, Progress Form Date, Activities Undertaken, Date, Time Spent, Signature, Development Objectives, Review Date, and Other Comments.

Participant Expenses Form

Organisation, Participant Name, Customer Reference Number, Expense Description, Date, Amount, Declaration, and Signature.

Participant Exit Form

Organisation, Participant Name, Customer Reference Number, Project Exit Date, Job Start Date, Company Name, Job Title, Hours, Contract Type, Outcomes, Declaration, and Signature.

Who Holds The Data

Views is the electronic database system used to store your data and as such Views is the data controller. BPRCVS is the data processor.

Who Can Access The Data

Only BPRCVS project staff have access to personal data for this project. However, as the lead organisation in the partnership, Calico also have access to the same personal data.

Data Security

All paper forms are stored in locked file storage in a secure, locked office. All electronic records are stored in a secure, online database which is hosted on off-site servers and backed up regularly.

How Long Is Data Stored For

Data will be stored for 6 years after the conclusion of the project on 31st March 2025.

When & How Is The Data Removed & Destroyed

Upon completion of the project and at the end of the retention period, all paper records are destroyed using confidential waste and all electronic records are deleted from the database.

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UK Shared Prosperity – Burnley Together Steps To Employment

Purpose For Collecting & Storing Data

The purpose for collecting and storing personal data for this project is to enable registration with, and delivery of, the project's service.

Basis For Processing Data

The lawful basis for processing your data is contractual agreement provided when registering with the service.

What Data Do We Store

Several forms are used for the processing of your personal data and special category data. Below is a breakdown of what data we store:

Participant Entry Form

Organisation, Participant Name, Customer Reference Number, Project Start Date, Participation In Another UKSPF Funded Activity, Title, Forename, Surname, Gender, Date of Birth, Address, Phone Numbers, Email, Ethnicity, Eligibility Criteria, Alternative Credible Evidence, Employment Status, Employment Status Evidence, Household Situation, Offender Status, Disabilities, Additional Notes, Self-Declaration, Date, and Signature.

Participant Progress Form

Organisation, Participant Name, Customer Reference Number, Project Start Date, Progress Form Date, Development Objectives, Achievement Outcomes, Date, and Signature.

Participant Expenses Form

Organisation, Participant Name, Customer Reference Number, Expense Description, Date, Amount, Declaration, and Signature.

Who Holds The Data

Calico Enterprise is the data controller. BPRCVS is the data processor on behalf of Calico Enterprise.

Who Can Access The Data

Only BPRCVS project staff have access to personal data and special category data for this project. However, as the lead organisation in the partnership and the data controller, Calico Enterprise also have access to the same data.

Data Security

All paper forms are stored in locked file storage in a secure, locked office. All electronic records are stored in a secure, online database which is hosted on off-site servers and backed up regularly.

How Long Is Data Stored For

Data will be stored for 6 years after the conclusion of the project on 31st March 2026.

When & How Is The Data Removed & Destroyed

Upon completion of the project and at the end of the retention period, all paper records are destroyed using confidential waste and all electronic records are deleted from the database.

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The CVS Centre Volunteer Application Form

Purpose For Collecting & Storing Data

BPRCVS collects and stores personal data obtained from prospective volunteers applying for reception opportunities at The CVS Centre. This enables us to conduct interviews and recruit volunteers.

Basis For Processing Data

The lawful basis for processing this data is contractual agreement.

What Data Do We Store

BPRCVS collects and stores the following data:

Name, Gender, Date Of Birth, Address, Telephone Numbers, Email Address, Availability, Skills, Disabilities Or Significant Illnesses, Personal Reference Details, Employment Status, Ethnicity, and Prosecutions Pending Or Unspent Convictions.

Who Holds The Data

Only BPRCVS holds this data as the data controller.

Who Can Access The Data

Only the BPRCVS volunteer coordination team can access this information.

Data Security

All applications received are stored safely and securely on file in a locked filing cabinet within a locked office.

Electronic records are stored in Aide CRM which is hosted on an off-site, secure server.

How Long Is Data Stored For

The data is only stored for as long as the individual remains a volunteer for BPRCVS.

When & How Is The Data Removed & Destroyed

Upon a volunteer's exit from the company the paper files are confidentially wasted, and electronic records fully anonymised if not deleted in full.

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BBO Projects

Purpose For Collecting & Storing Data

For individuals to participate in any of the BBO projects it is necessary to collect and store personal, and in some cases, special category data. The data collected enables BPRCVS and other project partners to determine whether a participant is viable for the project based on pre-determined criteria.

Basis For Processing Data

The lawful basis for processing this data is contractual agreement to which you agreed.

What Data Do We Store

BPRCVS needs to collect and store the following data for each respective project.

BBO1 – Age Of Opportunity

For this BBO project BPRCVS only collects the individuals name, address and contact details for the purpose of referring to Age UK. All other BBO1 project forms are completed by Age UK with the exception of the form below.

Life Circle

The purpose of this form is to determine eligibility for the project. The only personal and identifiable data collected and stored in this form is the Participant Name. The form collects data associated with personal opinions on the following topical areas: Education & Training, Motivation, Self-Care, Money & Budgeting, Support Networks, Wellbeing, Physical Health, Housing, Confidence, and Employment.

BBO3 – Changing Futures

Participant File

We collect and store your Name, National Insurance Number and a Customer Reference Number used to identify you.

Annex H – Participant Entry Form

We collect and store the following data:

Participant Name, National Insurance Number, Customer Reference Number, Start Date, Previous Involvement With Another BBO Project, Gender, Date Of Birth, Address, Telephone Numbers, Email Address, Ethnicity, Eligibility, Employment

Status, Education, Qualifications, Household Situation Details, Criminal Convictions, Disabilities & Long-Term Health Conditions, Sexual Orientation, and a Declaration.

Annex I – Participant Progress Form

We collect and store the following data:

Participant Name, National Insurance Number, Customer Reference Number, Start Date, Details Of Activities Undertaken, and a Development Action Plan.

Annex J – Participant Exit Form

We collect and store the following data:

Participant Name, National Insurance Number, Customer Reference Number, Leaving Date, Project Exit Results, Education & Training Details, Employment Or Self-Employment Details, Job Search Details, Employment Status On Leaving, and a Declaration.

Annex N – Participant Expenses, Allowances & Incentives Form

We collect and store the following data:

Participant Name, National Insurance Number, Customer Reference Number, Expense Details, Expense Evidence, Allowances & Incentives, and a Declaration.

Confirmation Of Starting Employment (Result) Form

We collect and store the following data:

Employer Name, Employer Address, Employee Name, Started Work Date, Position, and Signatory.

Confirmation Of Starting Education Or Training (Result) Form

We collect and store the following data:

College/Training Provider Name, College/Training Provider Address, Student Name, Started Learning Date, Course Title, and Signatory.

Confirmation Of Employment Status (3rd Party) Form

We collect and store the following data:

Participant Name, Participant Address, Name Of Third Party, Address Of Third Party, Occupation Of Third Party, Organisation Represented, Capacity In Which Applicant Is Known, Length Of Time Applicant Has Been Known, and a Declaration.

Confirmation Of Employment Status (Self-Certification) Form

We collect and store the following data:

Participant Name, Participant Address, Participant Declaration, and the Reasons For Self-Declaration.

Life Circle

The only personal and identifiable data collected and stored in this form is the Participant Name. The form collects data associated with personal opinions on the following topical areas: Education & Training, Motivation, Self-Care, Money & Budgeting, Support Networks, Wellbeing, Physical Health, Housing, Confidence, and Employment.

BBO4 – ReachIT

The only data BPRCVS store is the names of persons identified to partake in Digital Champion training. Contact the organisation you registered as a participant with for how they collect and store your data.

Who Holds The Data

BPRCVS are the processors of this data. Age UK also process BBO1 – Age Of Opportunity Data. The controllers of this data are Selnet (BBO1 – Age Of Opportunity & BBO3 – Changing Futures) and WEA (BBO4 – ReachIT).

Who Can Access The Data

Selnet, Age UK and BPRCVS can access the data collected and stored for the BBO1 – Age Of Opportunity project.

Selnet and BPRCVS can access the data collected and stored for the BBO3 – Changing Future project.

WEA and BPRCVS can access the data collected and stored for the BBO4 – ReachIT project.

Big Lottery Fund and the E.U. may also be privy to some of the data collected as partner organisations are required to report in-depth about the project.

Data Security

All paper copies are filed away safely and securely in a locked filing cabinet within a locked office. All electronic records are stored safely and securely on an off-site server using a CRM program called Views for BBO1 and BBO3. BBO4 files are stored using a different CRM system called I-Web Storage.

Any other relevant electronic records are archived in BPRCVS' cloud-based storage and/or on an external solid-state drive which is securely locked away in a locked office.

How Long Is Data Stored For

The data is stored in line with funder's requirements for a maximum of 11 years after the conclusion of the project as determined by the EU.

When & How Is The Data Removed & Destroyed

Upon conclusion of the 11-year storage period for E.U. funded projects all paper copies stored on file will be confidentially wasted and all electronic records permanently deleted from the requisite system.

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ESOL

Purpose For Collecting & Storing Data

BPRCVS are not responsible for the collection of data associated with this project, but we do store basic contact details for each family. BPRCVS make take photos of events and activities undertaken as part of the project. In this instance BPRCVS will seek consent prior to processing photos.

Basis For Processing Data

The basis for processing this data is contractual agreement.

When processing photos of events, etc. the basis for this processing is consent.

What Data Do We Store

BPRCVS only stores names, addresses and contact details for each family on the project. We may also store a photo consent form containing a signature and date.

Who Holds The Data

BPRCVS holds this data along with Calico Enterprise. BPRCVS are the data processor and Calico Enterprise are the data controller.

Who Can Access The Data

Calico Enterprise is the data controller and BPRCVS the data processor for this project. As such Calico Enterprise have access to all data provided for this project. Only BPRCVS ESOL workers have access to the personal data stored.

Data Security

All personal data is stored safely and securely on file in a locked office.

Any electronic records have been archived on BPRCVS' cloud-based storage which is hosted by Microsoft on secure, external servers, and/or an external solid-state drive which is securely stored in a locked office.

How Long Is Data Stored For

The data will be stored for 11 years after the project end date.

When & How Is The Data Removed & Destroyed

Upon completion of the project BPRCVS will remove all records from our files. All paper copies will be confidentially wasted, and any electronic records permanently deleted.

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Funding

Purpose For Collecting & Storing Data

When applying for funding from any BPRCVS administered funding programme it is necessary to collect and store personal data in order to determine the award of funding based on the respective criteria.

Basis For Processing Data

The basis for processing data is a contractual agreement which you entered when applying for funding. This applies to all BPRCVS administered funding programmes.

What Data Do We Store

In order to process applications for funding it is necessary to collect and store personal data:

East Lancashire Clinical Commissioning Group Prescription For Wellbeing Funding Programme

Group/Organisation Name, Group/Organisation Address, Numbers Of Staff, Numbers Of Volunteers, Legal Status, Charity Number, CIC Number, Names Of People In Group/Organisation, Contact Name, Contact Address, Contact Preferences, Bank Details, and Project Related Details.

Gannow Big Local Community Fund

Group/Organisation Name, Group/Organisation Address, Numbers Of Staff, Numbers Of Volunteers, Names Of People In Group/Organisation, Contact Name, Contact Address, Contact Preferences, Bank Details, Project Related Information, and Financial Details.

Gannow Big Local Community Event Fund

Group/Organisation Name, Group/Organisation Address, Numbers Of Staff, Numbers Of Volunteers, Names Of People In Group/Organisation, Contact Name, Contact Address, Contact Preferences, Bank Details, Event Information, and Financial Details.

Cliviger Community Benefit Fund

Group Name, Project/Activity Name, Address, When Group Was Established, How Many People Are Involved In The Group Including Volunteers, Staff, Committee & Members, Details Of Larger Organisation (if part of), Information Regarding Previous Grant From Cliviger Fund, Contact Name, Contact Address, Contact Telephone

Numbers, Contact Email, Bank/Building Society Name & Address, Project Details, Financial Details, and Declaration Signatories.

UK Shared Prosperity Fund – Burnley Community Grant Scheme

Organisation/Group Name, Project Name, Amount Requested, Previous Funding Report Received, Success Status, Organisation/Group Address, Establishment, Number of People Involved, Part of a Larger Organisation, Legal Status, VAT Registration Number, Name of Signatories, Signatories Position, Contact Name, Contact's Position, Contact's Address (if different), Preferred Contact, Bank/Building Society Name, Bank/Building Society Address, Cheques Payable To, Project Details, Contingency Plans, Groups/Individuals Targeted, Engagement, Beneficiaries, Community Consultation, Interventions, Locality, Delivery Date, Sessional Information, Additional Information, and Financial Details.

Population Health Management

Group/Organisation Name, Address, Establishment, Number of People Involved, Part of a Larger Organisation, Legal Status, Name of Signatories, Signatories Position, Contact Name, Contact's Position, Contact's Address (if different), Preferred Contact, Bank/Building Society Name, Bank/Building Society Address, Cheques Payable To, Project Details, Contingency Plans, Beneficiaries, Community Consultation, Locality, Delivery Date, Sessional Information, Additional Information, Themes, Financial Details, and Amount Applied For.

Lancashire County Council Over 50s Social Isolation Grant

Group/Organisation Name, Project Name, Date Received, Amount Requested, Successful Status, Locality, Previous Reports Received, Address, Established, Number of People Involved, Part of a Larger Organisation, Legal Status, Signatories Name, Signatories Position, Contact Name, Contact's Position, Contact's Address (if different), Preferred Contact, Bank/Building Society Name, Bank/Building Society Address, Cheques Payable To, Project Details, Contingency Plans, Beneficiaries, Community Consultation, Delivery Details, Sessional Details, Additional Information, Financial Details, Project Cost, and Additional Funding.

Bradley Big Local Community Fund 2025

Applicant, Project Name, Application Number, Date Received, Amount Requested, Project Time Frame, Success Status, Group Name, Activity Name, Group Address, Date of Establishment, Number of People Involved, Larger Organisation Status, Group Description, Previous Funding Status, Contact Name, Contact Position, Contact Address, Preferred Contact Method, Bank/Building Society Name, Bank/Building Society Address, BACS Details, Project Aims, Project Beneficiaries, How Need Has Been Identified, Consultation Details, Venue Details, Project's Contribution To The Community Plan, Project Benefits Delivered, Project Success Measurements, Additional Information, Cost Breakdown, Total Project Cost, Signposting Consent, Equal Opportunities Monitoring, and Consent Declaration.

Burnley Community Cohesion & Resilience Programme

Applicant, Project Name, Application Reference Number, Date Received, Amount Requested, Success Status, Reports Received For Previous Administered Funds, Group Name, Schools Working With, Group/School Address, Date of Establishment, Number of People Involved, Larger Organisation Status, Legal Status, Signatories, Signatories'

Positions, Contact Name, Contact Position, Contact Address, Preferred Contact Method, Bank/Building Society Name, Bank/Building Society Address, BACS Details, Project Name, Project Aims, Experience Tackling Extremism and/or Bringing Communities Together, Number of Beneficiaries, Consultation Details, Specific Local Priority Areas To Address, How Specific Local Priority Areas Will Be Met, Venue Details, Other Organisations Working With, Project Start Date, Length of Sessions, How Many Sessions, Access Free Workshop Consent, Additional Information, Cost Breakdown, Total Project Cost, Signposting Consent, Equal Opportunities Monitoring, and Consent Declaration.

Pendle Community Cohesion & Resilience Programme

Applicant, Project Name, Application Reference Number, Date Received, Amount Requested, Success Status, Reports Received For Previous Administered Funds, Group/School Name, Group/School Address, Date of Establishment, Number of People Involved, Larger Organisation Status, Legal Status, Signatories, Signatories' Positions, Contact Name, Contact Position, Contact Address, Preferred Contact Method, Bank/Building Society Name, Bank/Building Society Address, BACS Details, Project Name, Project Aims, Experience Tackling Extremism and/or Bringing Communities Together, Number of Beneficiaries, Consultation Details, Specific Local Priority Areas To Address, How Specific Local Priority Areas Will Be Met, Venue Details, Priority Area Targeted, Project Start Date, Length of Sessions, How Many Sessions, Access Free Workshop Consent, Additional Information, Cost Breakdown, Total Project Cost, Signposting Consent, Equal Opportunities Monitoring, and Consent Declaration.

Pendle Crisis Fund

Referral Organisation, Staff Name, Staff Role, Staff Email, Referral Date, Claimant's Name, Claimant's Address, Claimant's Date of Birth, Claimant's Phone Number, Claimant's Email, Claimant's National Insurance Number, Claimant's Benefits Claim Reference Number, Claimant's Passport Number, Other Form Of Claimant's ID, Date Claimant Moved Into Current Address, Claimant's Current Situation, Emergency Support Need, Support Service/Tradesperson Required (and name and contact information), Does Household Include Children/Pensioners/Someone With Disability/Care Leaver/Health Condition, How Many People Are In Household, Claimant Receiving Benefits (which and how much), Combined Household Income, Landlord's Notice To Quit Issued, Any Other Information, Bank Statements, Proof of Address, and Consent Declaration.

Household Support Fund

Name, Date Of Birth, Address, Email Address, Contact Number, Ethnicity, Gender, Family Status, Reason For Referral, Specific Support Required, Name Of Agency Referring, Name Of Agent Completing The Form, Agent's Telephone Number, and Agent's Email Address.

Emergency Assistance/Winter Grant Scheme

Both schemes use a form to collect personal data that we are required by our funder to store for processing. Depending on when the referral was made, two different forms have been used.

This is the data we store using the earliest version of the form:

Name, Date Of Birth, Address, Email Address, Contact Number, Ethnicity, Gender, NHS Number, GP Name, GP Practice, Date Of Referral, Reason For Referral, Specific Support Required, Name Of Agency Referring, Name Of Agent Completing The Form, Agent's Telephone Number, Agent's Email Address, and Next Of Kin/Emergency Contact Details.

This is the data we store using the second version of the form:

Name, Date Of Birth, Address, Email Address, Contact Number, Ethnicity, Gender, Reason For Referral, Specific Support Required, Name Of Agency Referring, Name Of Agent Completing The Form, Agent's Telephone Number, and Agent's Email Address.

Who Holds The Data

Only BPRCVS holds the data as the data controller for all funds.

Who Can Access The Data

Only the BPRCVS funding team has complete access to this data except the Distress Fund, which is accessible by BPRCVS' finance department. Lancashire County Council and our accountants, Ashworth Moulds, also have access to Distress Fund data.

Burnley Borough Council has access to UK Shared Prosperity applications.

Lancashire & South Cumbria Integrated Care Board has access to Population Health Management applications.

Burnley Borough Council and Pendle Borough Council have access to their respective Community Cohesion & Resilience Programme applications.

Pendle Borough Council have access to Pendle Crisis Fund applications.

Burnley Household Support Fund - Burnley Borough Council are the data controller and BPRCVS the appointed data processor on behalf of Burnley Borough Council.

Pendle Household Support Fund - BPRCVS and Pendle Borough Council are joint data controllers and BPRCVS is the appointed data processor on behalf of Pendle Borough Council.

Rossendale Household Support Fund - Rossendale Borough Council are the data controller and BPRCVS the appointed data processor on behalf of Rossendale Borough Council.

Where funding applications are awarded via a panel, the members of the panel will have temporary access to the data.

Data Security

All application data on paper, successful or otherwise, is stored safely and securely in a locked filing cabinet within a locked office.

Some personal data is recorded in electronic systems such as email and databases, both of which are stored on secure off-site servers hosted by Microsoft.

Aide CRM is used to process this data, which is a secure system with adequate protections, and is hosted off-site on a secure server, and backed up daily.

Distress fund applications are received from referral agencies via secure encrypted email. Personal data is stored on a secure Lancashire County Council database. BPRCVS do not store any of this data electronically.

How Long Is Data Stored For

The data is only stored for as long as each funder requires from the date of submission/award, of which:

East Lancashire Clinical Commissioning Group Prescription For Wellbeing Funding Programme – is stored for a maximum of 7 years.

Gannow Big Local Community Fund – is stored for a maximum of 10 years up to 2025.

Gannow Big Local Community Event Fund – is stored for a maximum of 10 years up to 2025.

Cliviger Community Benefit Fund – is stored for a maximum of 10 years up to 2036.

UK Shared Prosperity – is stored for a maximum of 7 years.

Population Health Management – is stored for a maximum of 7 years.

L.C.C. Over 50s Social Isolation Grant – is stored for a maximum of 7 years.

Bradley Big Local Community Fund – is stored for a maximum of 10 years.

Burnley Community Cohesion & Resilience Programme is stored for a maximum of 7 years.

Pendle Community Cohesion & Resilience Programme is stored for a maximum of 7 years.

Pendle Crisis Fund is stored for a maximum of 7 years.

Household Support Fund is stored for a maximum of 7 years.

Emergency Assistance/Winter Grant Scheme is stored for a maximum of 7 years.

When & How Is The Data Removed & Destroyed

All Distress Fund data accessible by BPRCVS via the Lancashire County Council database are automatically deleted periodically.

All paper copies of Distress Fund applications are removed and confidentially wasted after 7 years.

Data from unsuccessful Distress Fund applications is removed and deleted from our email system upon the unsuccessful outcome.

For all other funding applications where the outcome was unsuccessful the paper and electronic records containing personal data are removed, deleted and confidentially wasted at the end of each calendar year.

When the funding application is successful the records are removed, deleted and confidentially wasted in line with our funder's record retention requirements.

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ESIF Passport To Employment

Purpose For Collecting & Storing Data

This project uses a variety of documents to collect and store data necessary for the running of the project. The purpose of these documents is to determine involvement with the project; to enter participants into the project; to monitor and provide support to participants; to record participant progress; and to record participant wellbeing.

Basis For Processing Data

Consent is given by the participant when joining the project by completing and signing a declaration giving permission to collect and store the required data for the purpose of the ESIF project.

What Data Do We Store

This project uses a number of different forms to collect personal data that we are required by our funder to store for processing.

Evidence Requirements

Passport, Right To Work Card, Birth Certificate, Adoption Certificate, Phone/Utility/Energy Bill, Current Tenancy Agreement, DWP Letter, and Jobcentre/Universal Credit Journal.

Participant Entry Form

Full Name, National Insurance Number, Participant Reference Number, Project Start Date, Referral Information, Additional Information, Gender, Date Of Birth, Address, Telephone Numbers, Email Address, Ethnicity, Eligibility, Employment Status, Benefits Information, Qualifications, Housing Information, Parenting Information, Offender Information, and Health Information.

Basic Engagement Form/Client Progress Record

Full Name, National Insurance Number, Date Of Birth, Address, Telephone Numbers, Email Address, Ethnicity, Record Of Actions Completed and Journey Undertaken, and Support Needed Information.

ONS4 Wellbeing Survey

Full Name, Date Of Birth, VIEWS Reference Number, GP Surgery, Medical Appointment History, and Wellbeing Information.

Participant Exit Form

Full Name, National Insurance Number, Participant Reference Number, Project Leaving Date, Achievements, Education/Training Information, Employment Information, Qualifications, Job Search Information, Employment Status, and Feedback.

Who Holds The Data

BPRCVS and Views hold the data for participants involved in the project. Views are the data controller and BPRCVS are the data processor.

Who Can Access The Data

BPRCVS, Views and Community CVS can access the data through the shared cloud portal.

Data Security

All data contained in paper records are stored safely and securely in lockable BPRCVS file storage within a locked office.

We use Views CRM Database to store electronic records of data. This is a secure cloud-based database hosted on secure, off-site servers.

How Long Is Data Stored For

All data collected, stored and processed for the ESIF project is stored for as long as the funder requires it. This is 11 years after project completion.

When & How Is The Data Removed & Destroyed

Upon completion of the funder's storage requirements all electronic records are to be deleted, and all paper files are to be confidentially wasted.

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Launch Into Your Future

Purpose For Collecting & Storing Data

The purpose for collecting and storing data is to enable the project to recruit suitable candidates into employment.

Basis For Processing Data

The lawful basis for processing data is contractual agreement.

What Data Do We Store

Name, Date of Birth, Address, Phone, Email, National Insurance Number, Employment History, and Benefits.

Who Holds The Data

BPRCVS holds the data as the data controller for this project. Community CVS (project partner) also have access to this data.

Who Can Access The Data

Only the Launch Into Your Future coordinator has access to this data.

Data Security

All paper files are stored in secure file storage in a locked office. All electronic records are stored securely using appropriate systems.

How Long Is Data Stored For

Stored for 11 years after project completion date.

When & How Is The Data Removed & Destroyed

Upon completion of the project's record retention period, the data will be removed from file storage and confidentially wasted, and all electronic systems will have records deleted.

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ESIF Upskilling Project

Purpose For Collecting & Storing Data

The purpose for collecting and storing data is to enable the project to recruit candidates into skills-based training.

Basis For Processing Data

The lawful basis for processing data is contractual agreement.

What Data Do We Store

This project utilises several forms to collect and store data:

Organisational Diagnostic Form

Organisation Name, Address, Phone, Contact Name, Contact Role, Contact Phone, Legal Status, Registration Numbers, HMRC Registration, About The Organisation Details, Marketing & Communications Details, Financial Details, Future Proofing & Sustainability Information, Self-Assessment, Organisational Structure, State Aid De Minimis Regulations Declaration, and Signatory.

Entry Form

Participant VIEWS Number, Project Join Date, Name, Gender, Date of Birth, Address, Phone Numbers, Email, Eligibility, Organisation Name, Organisation Address, Equality

Information, Disability Information, Household Situation, Religion/Belief, Sexual Orientation, Additional Information, and Education.

Organisation Training & Development Plan

Advisor Name, Date, Organisation Name, Contact Name, Address, Phone, Email, Website, Registration Numbers, Notes, About The Organisation, Other Observations, Training Action Plan, Confirmed Training Plan, and Signatories.

Personal Development Plan

Name, Date, Organisation Name, Job Title, Responsibilities, Achievements and Qualifications, Upskilling Opportunities, Strengths, Area for Development, Short Term Employment Goals, Long Term Career Goals, and Signatories.

Who Holds The Data

BPRCVS holds the data as the data controller for this project.

Who Can Access The Data

Only the ESIF Upskilling coordinator has access to this data.

Data Security

All paper files are stored in secure file storage in a locked office. All electronic records are stored securely in a CRM system, in cloud-based archive storage or on a secure, removable solid-state drive which is stored in a locked office.

How Long Is Data Stored For

Stored for 11 years after project completion date.

When & How Is The Data Removed & Destroyed

Upon completion of the project's record retention period, the data will be removed from file storage and confidentially wasted, and all electronic systems will have records deleted.

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Oximeters

Purpose For Collecting & Storing Data

The purpose for collecting and storing data is to enable volunteers to provide delivery of home oximeters to Covid-19 positive patients, and for BPRCVS to reimburse volunteers' incurred expenses.

Basis For Processing Data

The lawful basis for processing data is public task as appointed through a Service Level Agreement via East Lancashire Clinical Commissioning Group (ELCCG).

What Data Do We Store

We store the following personal data:

Volunteer Name, Volunteer Email, Volunteer Phone Number(s), and Volunteer Area.

Who Holds The Data

BPRCVS holds the data as the data processor for this project with East Lancashire Clinical Commissioning Group (ELCCG) the data controller.

Who Can Access The Data

Only the Oximeter coordinator has access to this data within BPRCVS. The Covid Virtual Ward and East Lancashire Hospital Trust (ELHT) can access the data as they are partners within the Service Level Agreement. East Lancashire Clinical Commissioning Group (ELCCG) as the data controller can access the data.

Data Security

Data is securely transferred between partners and volunteers through a secure, encrypted mail exchange server.

Electronic records are stored securely on a cloud-based archive storage and/or stored on a secure external SSD which is kept in a locked office.

Any paper records are stored safely and securely in a locked filing cabinet within a locked office.

How Long Is Data Stored For

Volunteer data is stored for up to 5 years in line with BPRCVS record retention policy. Expenses data is not stored beyond the issuing of expenses reimbursements.

When & How Is The Data Removed & Destroyed

Volunteers' expenses data is securely destroyed using confidential waste upon the receipt of expenses reimbursements.

All other personal data is securely destroyed using confidential waste if in paper format, and securely deleted from any electronic systems.

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Initial Response Service (IRS)

Purpose For Collecting & Storing Data

The purpose for collecting and storing data is to support clients with their mental health needs.

Basis For Processing Data

The lawful basis for processing data is consent under the provision of health and social care. Consent was obtained at the point of referral by the mental health practitioner taking the referral which in this instance is not BPRCVS.

What Data Do We Store

To be able to effectively deliver the Initial Response Service we store the following data which is obtained from two separate sources.

Triage Feedback Letter

Name, Address, Telephone Numbers, Referral Date & Time, Referrer's Name, GP Details, Date of Birth, NHS Number, LSCFT Rio Number, Triage Date & Time, Name of Person Completing Triage, Locality, Referral Reason, Presenting Problems, Risk, and Outcome/Plan.

Initial Assessment Form

Date, CRM Number, Locality, Name, Date of Birth, Gender, Telephone Number, Email, Preferred Contact Method, Preferred Contact Time, Other Contact Information, Next of Kin Name, Relationship, Telephone Number, Friends & Family Support, Current Living Arrangement, Mental Health Information, Physical Health Information, Advanced Care Plan Information, Affected By Gambling Status, Affected By Drugs Or Alcohol Status, Armed Forces/Navy Status, Participation In Groups/Activities, Other Individual Needs, Language Spoken, Translator Required, Interests, Support Wanted, What Is Important To You, and Consent Declaration.

Who Holds The Data

BPRCVS holds the data as the data processor on behalf of Lancashire and South Cumbria Foundation Trust (LSCFT) who are the data controller for this project.

Who Can Access The Data

Only the IRS coordinator has access to this data in BPRCVS.

Lancashire and South Cumbria Foundation Trust (LSCFT) can also access this data in their role as the data controller.

Data Security

Any paper records are securely stored on file in a locked filing cabinet contained within a locked office.

Electronic records are saved on a secure, off-site cloud-based archive and/or external SSD which is used for the purpose of archiving records. The SSD is safely stored in a secure location under lock and key.

How Long Is Data Stored For

Personal data and sensitive personal data are stored for a maximum of 5 years in line with BPRCVS' record retention policy.

When & How Is The Data Removed & Destroyed

Upon the conclusion of the retention period all records are securely deleted from electronic systems, and any paper records are securely destroyed using confidential waste.