

Speakers' Data Protection Form

General Data Protection Regulation (GDPR) effective from 25 May 2018.

By providing your consent, you agree to the collection and processing of your personal data in accordance with Animal Aid's data protection policy and the following statements:

A. Personal consent statement

I give consent for Animal Aid to send me information by email and text message regarding school talks.

B. Confidentiality agreement

I, the undersigned, hereby agree that I will at all times, whether or not I am volunteering with Animal Aid, and except where such information is in the public domain:

- maintain the strictest secrecy with regard to the details of the people on Animal Aid's databases, including teachers and fellow speakers, except to the extent that I may be authorised or ordered to disclose them by a court of law or any authorised supervisory or enforcement agency (such as the police or a regulatory body given powers under the Financial Services Act or HM Revenue & Customs);
- refrain from revealing or using confidential information regarding systems and programme design, and data, for personal gain;
- not disclose confidential information about Animal Aid's campaigns, investigations and other work

I also undertake to familiarise myself with the data protection procedures set down by the organisation as a result of the General Data Protection Regulation and if I become aware of any breach, I will immediately inform a member of the Animal Aid staff.

C. Procedure to be followed

Personal data is any information relating to an identifiable person. This includes names, addresses, email addresses and phone numbers.

- When you are sent a talk request, you may receive the following personal data:
 - Teacher's personal phone number and school phone number
 - Teacher's personal email address and school email address
- Any teacher's personal data/contact details required for a school talk stored on paper should be kept in a locked filing cabinet or drawer whenever this is reasonably practicable.
- If you hold teachers' personal data/contact details on your computer, for example in emails from Animal Aid, it is important that your computer is password-protected and that your password meets a high level of security.

- If you take the teacher's contact details on paper, or on your phone, with you when you travel to the school to give the talk, it is important that you keep this information secure at all times.
- If at anytime you lose the teacher's personal data (on paper, on your phone or on your laptop/tablet), or if you think that your computer's security has been breached, it is important that you inform Karin Reynolds at the Animal Aid office ASAP.
- Do not share teachers' personal data/contact details with anyone.
- It is important that you delete personal data (in emails, on your computer/s, or on your phone) or destroy personal data on paper, once the talk has been completed.
- If the teacher has given consent, we will hold their contact details (email and phone number) on our database. If you need to contact the teacher following your talk, contact Karin Reynolds at the Animal Aid office.
- If you have any queries regarding data protection, contact Karin Reynolds at the Animal Aid office.

