

# COVID-19 and Data Protection



## Fact Sheet

If you are organising a group of volunteers to help others in your community it is important to think about data protection. Although this can be a scary term, in reality it just means thinking about what information you are collecting and how you are keeping it safe. There are a few simple guidelines to follow to make sure you are staying within the law.

- Only collect the information that you really need. This may include the name of the person, the address, a contact number and if they have any particular needs.
- Keep this information secure so that only those who need to know can see or access it. This could be on a password protected document, a password protected device or in a locked drawer.
- Tell the individual you are helping what information you are keeping and who you will share it with.
- Do not share personal information with anyone who doesn't need to know it except in the case of emergencies or in order to protect someone.
- If you make any decisions about the personal information that you collect or if you've decided to share it with someone, record the decision in writing for future reference.
- Once the crisis is over, or the person no longer needs your support, securely dispose of all information.

For more information see the following pages on the Information Commissioner's Office (ICO) website:

[Community groups and COVID-19: what you need to know about data protection](#)

[Data security – a guide to the basics](#)

