**Use of personal data of NI members and contacts – A contract for volunteers**

The NI has a strict policy around guarding the privacy of our members’ and customers’ personal data. This is to ensure the confidence of those using our services and also to comply with the General Data Protection Regulations (GDPR) which came into effect on 25 May 2018.

The full details of our privacy policy can be found [here](https://www.nuclearinst.com/Privacy).

Any volunteer who has access to NI Community inboxes and/or who processes any NI data on its behalf is defined as a Data Processor under GDPR. Processing covers the storing, use and disposal of data so a Data Processor is someone who, for example, receives lists of new members for welcome to the branch/network or who is responsible for circulating newsletters to members.

There are a few basic common-sense rules around the handling of personal data by volunteers:

1. Volunteers are required to handle personal data with as much care and consideration as they give to their own personal data and by signing this contract you accept this level of responsibility.
2. All data must be centrally stored on the NI’s Customer Relationship Management system and branches/networks may not hold any personal data that is more than one month old. When planning a mailing you should always request a new contact list from head office to replace any previously used lists. Once sent, the list should be permanently deleted (ie from both inbox and deleted folder/file). This is particularly important if using your company’s IT system as the presence of personal data on your company systems could draw the company into any potential liabilities towards a data subject.
3. The only exception to the above is when assessors and interviewers are holding data from an applicant for professional membership. Such data may be retained until the application process is complete and then either securely destroyed or returned to NI HQ for this purpose.
4. No data shall be used for any purpose other than NI business.
5. **The sharing of NI data with anyone who has not signed this contract is strictly forbidden and constitutes a breach of the NI’s Code of Conduct.**
6. Any requests from a data subject to be unsubscribed from an email sent by a volunteer should be referred immediately to [membership@nuclearinst.com](mailto:membership@nuclearinst.com) for action.

**Declaration**

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| I confirm that I understand and accept the requirements outlined in this contract |  |
| I confirm that I have read and understood the NI’s [Privacy Policy](https://www.nuclearinst.com/Privacy) and commit to complying with all requirements |  |

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Start date |  |
| End date/signature\* |  |

\* Please keep a copy of your signed version of this document and supply a countersigned version when you cease to be a volunteer.