

## **Neighbourhood Watch (NHW) Senior Coordinators' Responsibilities for other Coordinators' Personal Data**

As a senior NHW Coordinator you have responsibilities for the collection, management and safekeeping of personal data for other coordinators who report to you.

### **1. Collection of other coordinators' personal data:**

You may receive personal data for other coordinators in several ways:

#### **(i) You may take over as senior coordinator for existing watch coordinators**

- a. If the previous senior coordinator is available they will transfer all personal details for their coordinators to you;
- b. If the previous coordinator is no longer available their deputy should be able to provide the personal details of the coordinators;
- c. Otherwise your Regional Coordinator will provide the personal data for the coordinators.

#### **(ii) You may create a new watch or resurrect an inactive watch:**

You will need to recruit new coordinators by:

- a. Asking existing members (if any) for a volunteer;
- b. Recruiting new watch members (as described in '*Coordinators' Responsibilities for Members' Personal Data*'), then seek a volunteer from among them;
- c. Any volunteers should be given the documents '*Coordinators' Responsibilities for Members' Personal Data*' and '*NHW Coordinator Data Privacy Notice*' which they must read before completing a consent form.
- d. You must report personal data for all new coordinators to your senior coordinator. (See 3(iii) below)

#### **(iii) You may have other coordinators reporting to you who cannot run their own email distribution lists**

- a. They will provide you with the email addresses of their members for you to run an email distribution list on their behalf, and any changes to these as they arise;
- b. You must safeguard these members' email addresses in the same way that you safeguard your own members' personal data.

#### **(iv) You may receive updates of changes to existing coordinators' personal details**

Coordinators will inform you of any changes to their personal details. You must report changes to personal data for your coordinators to your senior coordinator. (See 3(iii) below)

### **2. Safe keeping of coordinators' personal data**

You must keep your coordinators' personal data in a safe manner

- (i) **Consent** – you must retain consent emails or paper forms for each coordinator, to provide evidence of authority to keep and use their personal data;
- (ii) **Personal data** – you must retain safely paper or electronic records of all your coordinators' personal data.
- (iii) **IT Security** – computers used to store coordinators' data must have a firewall and virus-checking installed, and set up to receive automatic security patches and updates;
- (iv) **Sharing of coordinator's personal data** – you must provide personal data for any coordinators' who report to you to any senior coordinator to whom you report. (This ensures both a backup copy for your own watch(es) and a central Elmbridge database of coordinators which may be shared with Elmbridge police.)

### **3. Use of coordinators' personal data**

- (i) Coordinators' personal data is used to convey NHW information to them, often, but not always, for onward transmission to their members. This is defined to be any information relating to safety, security or protection of individuals or their property and possessions, including invitations to NHW meeting and conferences;
- (ii) Information may be passed to coordinators by email, by phone, or in person;
- (iii) Personal data for all Elmbridge coordinators is held centrally and an extract shared with Elmbridge Police so that they are able to contact coordinators directly when necessary.