

Maidenhead Care

Data Flow - GDPR

DUTY OFFICER

CLIENTS

VOLUNTEERS

Phone Request

Client interview

Consent given for GDPR?

Existing Client

New Client

Enter Job

Laptop

Client Data
Volunteer Data

Weekly Backup of jobs

- (1) Check which volunteers are available by phone.
- (2) Allocate job to volunteer and provide personal details.

- (1) Record details of Job.
- (2) Carry out job.
- (3) Record history of jobs as necessary for personal information and completing claim form.

Send Claim Form to Treasurer

TREASURER

Mailings to Trustees, Management Committee and Volunteers

Client Data
Volunteer Data

Computer Database

Trustees
Management Committee

Weekly Backup to Cloud

Cloud BackUp

MEMBERSHIP

Progress all potential new volunteers, performing DBS checks and adding relevant details to volunteer database.

DBS Checks

New applicant