

Being a CAFOD Ambassador



Looking after personal information

What is GDPR?

The General Data Protection Regulation (GDPR) 2016 is a law that came into effect on 25 May 2018 which sets out how organisations need to handle personal data they collect from individuals.

- ◆ GDPR applies to how we deal with personal data we collect from people on behalf of CAFOD.
- ◆ This is information which makes individuals identifiable.
- ◆ This could be their name, contact details, gender, sexual orientation, political and religious views as well as medical records

What does GDPR mean for me as a volunteer?

- ◆ If you are handling other people's personal information (such as their names, addresses, emails and phone numbers) please treat it with care and store it securely.
- ◆ Make sure they know what you are doing with their information—for example using it to keep in touch about CAFOD activities in the parish or passing it to someone in CAFOD to help answer a question they have.
- ◆ Do not share someone's information unless you have their permission.
- ◆ If you are sending a group email, blind copy (Bcc) the recipients in unless you have everyone's permission to share their email addresses.
- ◆ If you need to pass someone's details to your local CAFOD coordinator (perhaps to help with a question or answer an enquiry about how to volunteer or donate) please do so promptly and by email or registered post. Please destroy any original paper copies once this is done.
- ◆ If you have a role, such as Parish Volunteer Coordinator, where you need access to details of other volunteers on CAFOD's database, we will provide you with additional training and a CAFOD email address to communicate through.
- ◆ Data regulations can seem daunting but please keep on talking to others in your parish, local community, friends and family about CAFOD and encourage them to join our mission
- ◆ If you are organising an event or raising awareness in your parish you will do it best with a team around you so please do make connections with others.
- ◆ You can read our full data protection policy at cafod.org.uk/privacy.

Keeping children and vulnerable adults safe

Upholding the dignity of all members of our community

- ◆ CAFOD upholds the dignity of all members of our community. We expect our volunteers to treat all children and vulnerable adults with respect.
- ◆ We welcome people aged under 18 who want to volunteer with us but we must have their parent/guardian's consent.
- ◆ If you have a role, such as Education Volunteer, where you have contact with Under 18s or if you need to access and process the personal details of Under 18s as part of your role, we are required to take you through a DBS criminal records check (carried out at no cost to you or CAFOD).
- ◆ If you are concerned about how a CAFOD member of staff or volunteer interacts with children or vulnerable adults, please contact safeguarding@cafod.org.uk or 0300 777 5677
- ◆ For more details on CAFOD's Safeguarding Policy, please ask your volunteer manager. Or see cafod.org.uk/About-us/How-we-work/Organisational-policies/Safeguarding

While you are volunteering for CAFOD others will see you as the face of CAFOD. Thank you for upholding our shared values when representing CAFOD.



Young supporters decide what to give up for Lent. Photo—Gemma Salter

Our voice online

Social Media



- ◆ If you use Facebook, Twitter or other social media please follow CAFOD's official accounts and like or share our posts.

- ◆ Just as when you are meeting people face to face as a CAFOD volunteer, your online followers may see you as the face of CAFOD. Thank you for being a great ambassador and telling all your friends about how we are working together to overcome poverty and injustice!

- ◆ Remember that once you have shared something on social media, it is largely out of your hands and

could be shared further by others. If you wouldn't announce it to your friends, family, neighbours and employer face to face, it might be best not to put it online.

- ◆ We love to see your pictures and videos from CAFOD events and the volunteering you are doing but please make sure you have permission from the individuals (or their parent/guardian if they are under 18) before you share their image or tag them online. Your local coordinator can give you forms to collect consent.
- ◆ For more hints and tips for social media, ask your local coordinator.

Connect online

 blog.cafod.org.uk

 facebook.com/CAFOD

 instagram.com/cafod

 twitter.com/cafod

 youtube.com/cafodtv

 tiktok.com/@cafoduk

For local CAFOD updates, your regional team also has a blog, Facebook and Twitter account. Search for them to link in with other local volunteers and the latest events.