

Friends of MV Freedom
Emergency Contact Policy

Background.

Volunteers spend a significant amount of time supporting the charity either on board the boat or at fundraising events. Many of the volunteers are only known to each other through the charity and so family contacts and next of kin are often not known to one another.

In the event of significant incident or emergency it may be necessary to notify the next of kin or a nominated contact that there has been an incident involving the volunteer. In holding this information, the Charity needs to take account of GDPR and do what it can to safeguard the information whilst making it accessible when needed.

Objective

The charity will endeavour to keep a record of each volunteers nominated emergency contact in such a way that is accessible in case of emergency but secure and stored in compliance with GDPR.

Procedure

- All volunteers will be asked to provide a telephone number for their nominated emergency contact.
- Emergency Contact details will be included on the Application Form for new members.
- This will be collected, recorded, stored and periodically updated by the Membership Secretary.
- The Membership Secretary will supply a list of members together with their emergency contacts to be stored in a sealed envelope on the boat. Which will be accessed on a "Break Glass" principle when required
- The Membership Secretary will supply a list of members together with their emergency contacts secured in a sealed envelope to the lead organiser of any MVF event.
- The lead organiser of any MVF event is to return the sealed envelope to the Membership Secretary after the event.

For the policy to operate it will require members to ensure that they provide up to date information to the Membership Secretary and for the Membership Secretary to ensure that the contact list is updated.

Adopted by Trustees on: 4th November 2021