

Additional information for seescape Groups:

Safe Storage of Information

Clients' personal and emergency contact information must be kept confidential and secure. By this we mean keeping records, if held digitally, password protected, and if not held digitally then in a format that is held in a safe place and not left lying around. When these details are taken to volunteers' homes, again, they should be stored in a place where you would keep your own personal documents.

We need to take as many precautions as possible with clients' data to satisfy GDPR.

Criteria for Referral to Groups

All enquiries/referrals for new group members must be passed to the Community Engagement Co-ordinator. There are certain criteria that we need to adhere to with respect to our funding as well as record efficiently who is attending the group

Emergency Contact Information

If clients are happy for the group volunteers to hold their emergency contact information, please ensure that this information is shared with the Community Engagement Co-ordinator.

If an occasion arises that an emergency contact needs to be called or the emergency services, seescape must be informed as soon as possible.

If you need immediate support in an emergency situation, please call the office on 01592 644979.

Record Keeping

We are required by Fife Council to report on numbers attending groups, waiting lists and activities for each group. In order for us to do this we need your help. We need to maintain a weekly register of attendees/non attendees, so we can collate overall numbers and report back. To that end groups we ask each group to nominate a volunteer (usually chairperson or secretary if committee or lead volunteer/organiser) to let seescape know who has attended/absentees.

Information Sharing

To help with planning activities we want to be able to share each group's activity information and contacts to help all groups with their schedule of events e.g. singers; speakers etc. Please send in this information to the Community Engagement Co-ordinator who will be able to distribute to other groups.

If you have questions or require further information please contact:

Kirstie Henderson

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