

Privacy Policy

Black Country Radio holds personal details so that you can be contacted by members of the management. These are stored and protected under the terms of the General Data Protection Regulation (GDPR) that came into force on 25 May 2018. We will never disclose personal details to any person outside of the organisation without your prior permission, unless we are required to do so by law. When you join the station you agree to us keeping your personal information, for your role as a volunteer with Black Country Radio.

Furthermore, Black Country Radio internal policy is as follows:

- We may share your Black Country Radio e-mail address (i.e. your @blackcountryradio.co.uk address) with any other person (whether that person is a volunteer or non-volunteer) or any other organisation that requests it.
- We may share your mobile phone number with any other volunteer of the organisation (or home number if you do not have a mobile). We will not share this with non-members without your prior permission.
- We will never share your home address or next of kin details with any other person outside of the senior management unless the situation is considered exceptionally necessary (e.g. a medical emergency).

Callers to the station may frequently ask to speak to a specific volunteer. **NEVER** pass on a volunteer's personal telephone number to them. Instead, please take the caller's number and some brief details and then contact the volunteer on their behalf.

Confidentiality & Privacy

Volunteers must not, at any time – even after the volunteer has left the organisation – divulge to any non-member of Black Country Radio:

- any of the station's secrets
- details of the station's official meetings
- any sensitive or privileged information
- any other information which could be reasonably assumed to be for internal use only

The Station's Information

The ownership and rights to any work, invention or idea created by any member of the organisation – off-air or on-air – will be retained by the organisation (see **Copyright Policy**). Black Country Radio shall keep a record of the contact details of any guest who

visits the station for future reference. All guests are considered guests of Black Country Radio, not the individual inviting them to the station.

It is expected that the station's volunteers uphold the good name of the station at all times in public. Volunteers must not speak to the press or other media about the station's affairs without permission – doing so is considered a serious breach of the station's rules. Any negative criticism of the station and its affairs in public by spoken word, on-air, in a printed publication or on the internet, will not be tolerated.

If you are approached by a publication wishing to interview you about a subject unrelated to the station, but are mentioning the station in the interview, please ensure you notify the Head of Marketing.

When posting messages on social media websites such as Twitter, Facebook and LinkedIn (amongst others) about matters relating to the station, it is expected that a reasonable amount of due thought and consideration is given by you to the way in which the station is portrayed by your comments. Please think before you write.

Black Country Radio Directors (as managed by Waterfront Media CIC) have overall responsibility for this policy.