

Kent High Weald Countryside Partnership

Volunteering Privacy Notice

Last Updated 10th May 2018

Who are we?

We are the Kent High Weald Countryside Partnership, a not for profit conservation organisation hosted by Kent County Council.

Kent County Council collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is Benjamin Watts.

The personal information we collect and use

Information collected by us

In the course of co-ordinating the Kent High Weald Countryside Partnership volunteer group we collect the following personal information when you provide it to us:

- Contact details, emergency contact details, details of health issues that could affect volunteering.
- Bank details only set up as suppliers through KCC in order to pay volunteer expenses then the information is deleted and not stored permanently

How we use your personal information

We use your personal information to:

- Send you our volunteering programme
- Send you details of training opportunities
- Ensure appropriate risk assessment and care during volunteer tasks
- Ensure suitability for volunteers to work at sensitive sites e.g. schools

- We do not pass on your details to any third parties outside of the Kent High Weald Countryside Partnership without your explicit consent. With your consent via ticking our photo consent box we do routinely share:
- Images/ photographs on our social media platforms:
- <https://www.facebook.com/KentHighWealdCountrysidePartnership>
- <https://twitter.com/khwcp>
- <https://www.instagram.com/khwcp>
- This data sharing enables us to promote events and share updates on projects/ activities.
- Update our project funders on projects which they are funding
- We will share personal information with law enforcement or other authorities if required by applicable law.

How long your personal data will be kept

We will hold your personal information for:

As long as you volunteer with Kent High Weald Countryside Partnership. Your information will be deleted as soon as you cease volunteering.

Bank details are only stored until they are set up on the iProc system as non-commercial new suppliers then they are deleted by the Kent High Weald Countryside Partnership team and are only stored by iProc.

Reasons we can collect and use your personal information

As you are a volunteer we rely upon your consent to collect, store and process the personal data we collect. You may withdraw your consent at any time. If you do withdraw your consent no further personal information will be collected and the existing personal information shall only be retained in accordance with KCC's data protection policy. If you do withdraw your consent you will no longer be able to take part in any of our projects as a volunteer.

General Data that we require

We require your name, address, telephone number, the provision of your contact details, and emergency contact details, and health information is required from you to enable us to co-ordinate and run our volunteer group.

Data relating to your health

We need to collect and process data relating to your past, current and future health in so far as it is necessary to provide a safe working environment for you and for others. This is a requirement of the Health and Safety at Work Act and of the

regulations made pursuant to that Act. We may be required by law to provide this data to others such as the Health and Safety Executive.

We may need to pass information relating to your health to our managers or partners where it is necessary to enable them to provide you or others with a safe working environment as required by the legislation.

You may from time to time provide us with information about your physical and mental health, for example you may wish us to know about a health issue or disability you may have for the purpose of allowing us, our managers or our partner organisations to make adjustments to your working environment. If you provide us with this information we will only process it (including sharing the information with our partners) to the extent that it is necessary for that purpose.

As part of requiring certain personal data we request that you complete our volunteer health and safety forms before you begin work with us a volunteer. The volunteer health and safety forms are securely stored by the Kent High Weald Countryside Partnership and are kept until you cease volunteering with us at which point they are destroyed.

Who we share your personal information with

We do not share your personal information with any third party outside of the Kent High Weald Countryside Partnership.

However we will share personal information with law enforcement or other authorities if required by applicable law.

We will share information regarding your health; to the extent it is necessary, with KCC officers and with our partner organisation that are responsible for creating and promoting a safe working environment for you and for others.

Your Rights

Under the GDPR you have rights which you can exercise free of charge that allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you

- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or restrict your involvement with us as a volunteer or prevent you from working with us as a volunteer altogether.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact [the Information Resilience and Transparency Team at data.protection@kent.gov.uk.]

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to Contact

[Please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.]

You can contact our Data Protection Officer, Benjamin Watts, at dpo@kent.gov.uk or by writing to the Data Protection Officer at Sessions House, Maidstone, Kent ME14 1XQ.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>

