

Volunteer Privacy Notice

This statement explains how the South Downs National Park Authority (SDNPA), will collect and use your personal data. “Personal data” means any information which can be used to identify you as an individual.

The Authority has appointed a Data Protection Officer, whose contact details are as below:

Kim Collins, Support Services and Data Protection Manager
Kim.collins@southdowns.gov.uk

Telephone: 01730 819211

Or you can write using the postal address of:

SDNPA
South Downs Centre
North Street
Midhurst
West Sussex
GU29 9DH

The Data Protection Act 2018 and the General Data Protection Regulation require us to provide you with the information below. If you have any questions concerning our collection or use of your personal data, please contact our Data Protection Officer in the first instance.

As you are applying to be a volunteer, we need to collect personal data from you to enable us to progress your application to volunteer for the Authority. When you are a volunteer, we need to retain personal data so that we can continue to support you in your role and to enable compliance with the volunteer contractual agreement between us.

No obligation to provide personal data

If you are making an application for a volunteer role, you are not under any obligation to provide us with personal data. However, should you decide that you prefer not to provide us with the personal data we request, we may not be able to progress your volunteer application.

The categories of personal data we may obtain and use

All of the information we will collect and use will be directly provided by you, and you will therefore be aware of what it is.

We will collect personal information that will enable us to identify and contact you. This includes:

- Contact details (e.g. name, address, telephone number or personal email address)
- Date of birth
- Gender
- Photographs (e.g. staff ID card)
- Marital status
- Next of kin or emergency contact details
- Employment history (if provided regarding previous skillset)

- Racial or ethnic origin
- Protected Characteristics (as defined by the Equality Act and s.75 of the Northern Ireland Act for the purpose of equal opportunities monitoring)

We will also ask you for information about any relevant medical conditions. Which includes:

- General health and wellbeing information
 - Occupational health referrals and reports
 - Sick leave forms or fit notes (e.g. Statement of Fitness for Work from a GP or hospital)
 - Accident at work records, near misses
 - Access needs or reasonable adjustments

We will only use this information to help us keep you safe when volunteering with us.

The purpose of collecting your personal information is to support and manage your health and wellbeing. Where necessary, data will be collected to assess what support, if any, is needed for an existing disability/medical/health condition, when supporting you with a health or wellbeing change, when welcoming you back after a long period of absence or at any time after when either the volunteer or Ranger Team feels that something in the Volunteer's life has changed that may have an impact on their volunteering. This will enable us to support you to continue with your volunteer tasks. We understand that information shared during these conversations can be sensitive and it is important that both the volunteer and Ranger Team are honest in what the impact and implications of any changes are. The Ranger Team/Volunteer Leader/Partner is responsible for everybody's health and safety while out on task, and they need the most up to date information to help make the best decisions for the group to be able to support you, to the best of our ability to continue with your current volunteer role or find alternative opportunities for you to volunteer with us.

Sharing your personal data with others:

We must tell you if we want to pass the information on to anyone else. In general, any information you provide will only be used within the South Downs National Park Authority and by its service providers, for example, those providers delivering training. It will never be supplied to anyone outside South Downs National Park Authority or our service providers without first obtaining your consent, unless we are obliged or permitted by law to disclose it.

The purposes for which we may use personal data

We may use your data for the following:

- for administrative purposes

- to ensure your safety
- to identify and arrange volunteer opportunities of interest to you
- to provide you with other relevant information relating to your volunteering within the South Downs National Park

We will not use your data in a way which adversely affects your interests.

The legal basis we will rely on when using your data

Of the permitted legal reasons for “processing” (meaning “using”) your personal data, the SDNPA will rely on **Express consent**. This means that personal data will only be collected and processed with your clear consent. When attending taster sessions prior to formally volunteering, we process your data under the basis of **Legitimate Interests** in order to facilitate attending the session.

Where your consent to processing is the legal basis relied upon, you can withdraw your consent whenever you wish. If you do so, we will discontinue processing of any personal data held under consent grounds and the data will be destroyed after six years (In line with our retention policy). Please contact the Data Protection Officer if you wish to withdraw your consent to the processing of your data.

We will not process externally or share with others (except in a medical or other such emergency) any sensitive personal data without your direct prior consent.

Your rights regarding your personal data

Right to withdraw consent

Where the Authority is relying on your consent for its use of personal data, you may withdraw that consent at any time.

Additional rights

Please note that the following do not apply in all circumstances and that if you tell us that you wish to use any of them, we'll tell you at that time whether they apply or not:

- to be informed about the processing of your personal data
- to have inaccurate data corrected
- to have incomplete personal data completed
- to restrict processing
- to have personal data erased
- to request access to your data
- to move, copy or transfer to another organisation, your personal data
- certain rights related to automated decision making (if and when applicable)

and

- the right to complain to the Information Commissioner's Office if you consider that we have not adequately dealt with a request or complaint at <https://ico.org.uk> . Please also note the contact details of our Data Protection Officer who should be contacted in the first instance.

Retention and storage of personal data

Your personal data will initially be stored securely within the SDNPA IT Systems for the period in which you are volunteering with the SDNPA. If you withdraw before your application is processed or you are unsuccessful, your information will be destroyed within 6 months. Thereafter it will be destroyed within a period of 6 years after your last volunteer task, unless we are legally required to retain the information for longer.

It is important to note that our primary provider of management software used to process personal data of volunteers is Better Impact. They use separate privacy and retention policies to the South

Downs National Park Authority and may choose to retain some information relevant to their own purposes after you have stopped volunteering with the South Downs National Park Authority. You have all the same rights in regard to Better Impact's use of your data and may ask them to cease processing by contacting them directly at support@betterimpact.co.uk.

For further information, including the full privacy policy of Better Impact, please visit their website on the following link: [Better Impact Volunteer Management Software Donor Management Software](#)