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

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 what it is.

We will collect personal information that will enable us to identify and contact you. We will also ask you for information about any relevant medical conditions. We will only use this information to help us keep you safe when volunteering with us. This information will not be shared with any third parties without your explicit consent.

**The purposes for which we may use personal data**

We may use your data for the following:

* for administrative purposes
* 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.

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 months (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.

**Sharing personal data with others**

We will only disclose information about you to third parties if we are legally obliged to do so, or where we need to do so to provide you with volunteer opportunities. This may include providing: Your name, address and contact details to the South Downs Volunteer Ranger Service Committee.

**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 secure IT Systems for the period in which you are volunteering with the SDNPA Thereafter it will be destroyed within a period of 6 months. If your application for volunteering is unsuccessful, your information will be retained for 3 months before being destroyed.

Sign to confirm consent ……………………