

# **PRIVACY NOTICE**

## Learning and Engagement Service



Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act and the General Data Protection Regulation (Regulation (EU) 2016/679).

### **The information being processed**

The Authority is collecting personal contact details of volunteers, young people who we engage with through our formal and informal education services including day and residential visits and our Young Rangers Programme, and participants in our wider Engagement Programme. This may include participants in health and Wellbeing and outreach activities and public events, event organisers and people contracted to provide guided walks on our behalf. The Authority also collects photographs and in a limited number of cases medical information where this is necessary for the health & safety of those individuals when attending events.

This information is being collected for the purposes of:

- administration and delivery of formal and informal education activity
- administration and delivery of public engagement events
- administration and delivery of volunteer programme
- Administration, delivery and promotion of events (including those of partners and 3<sup>rd</sup> parties) through our web site, social media and printed publications

### **Information Sharing**

To ensure that the Authority provides you with an efficient and effective service we will sometimes need to share your information between teams within the Authority as well as with our partner organisations that support the delivery of the service you may receive. In this case, the information collected will be shared with:

Staff, volunteers and partners if required to ensure the health & safety of participants and organisers or the essential administration of an event or activity.

We will only ever share your information if we are satisfied that our partners or suppliers have sufficient measures in place to protect your information in the same way that we do. We will never share your information for marketing purposes.

### **Retention Periods**

We will only store your data for as long as necessary for the purposes for which it is held. Retention periods are detailed in the Authority's Information Asset Register which is available from the Authority's website.

### **Purpose of Processing Personal information**

As a local authority, we deliver services to you. In order to do this in an effective way we will need to collect and use personal information about you.

The Data Protection Act 2018 and the EU General Data Protection Regulation ensure that we comply with a series of data protection principles. These principles are there to protect you and they make sure that we: Process all personal information lawfully, fairly and in a transparent manner.

- Collect personal information for a specified, explicit and legitimate purpose.
- Ensure that the personal information processed is adequate, relevant and limited to the purposes for which it was collected.
- Ensure the personal information is accurate and up to date.
- Keep your personal information for no longer than is necessary for the purpose(s) for which it was collected.
- Keep your personal information securely using appropriate technical or organisational measures.

### **Your Rights**

You have certain rights under the Data Protection Act 2018 and the EU General Data Protection Regulations (GDPR), these are:

- The right to be informed via Privacy Notices such as this.
- The right of access to any personal information the Authority holds about yourself.
- The right of rectification, we must correct inaccurate or incomplete data within one month.
- The right to erasure. You have the right to have your personal data erased and to prevent processing unless we have a legal obligation to process your personal information.
- The right to restrict processing. You have the right to suppress processing. We can retain just enough information about you to ensure that the restriction is respected in future.
- The right to data portability. We can provide you with your personal data in a structured, commonly used, machine readable form when asked.
- The right to object. You can object to your personal data being used for profiling, direct marketing or research purposes.
- You have rights in relation to automated decision making and profiling, to reduce the risk that a potentially damaging decision is taken without human intervention.

### **Consent**

During your contact with the Authority you will be informed of how you, or your children's, information will be used and shared with other services or organisations.

We will usually seek your consent prior to processing or sharing your information, If you object you must inform the Authority, however, if there is a legal reason, as outlined under the Data Protection Act 2018, we may not require your consent, for example:

- Where necessary for the performance of a contract
- To protect a child, a vulnerable adult, or member of the public
- Where the disclosure is necessary for the purposes of the prevention and/or detection of crime.
- Tax or duty assessment
- Required by court or law

Where we need to disclose sensitive or confidential information such as medical

details to other partners, we will do so only with your prior explicit consent or where we are legally required to. We may disclose information when necessary to prevent risk of harm to an individual.

### **Details of transfers to third country and safeguards**

Your personal and sensitive data will only be stored and processed on servers based within the European Economic Area (EEA).

### **Data Controller**

Exmoor National Park Authority is registered as a data controller with the Information Commissioner's Office (registration number: Z9285589).

Contact details for the Authority's data controller are:

Data Protection Officer, Exmoor National Park Authority, Exmoor House, Kemps Way, Dulverton. Somerset. TA22 9HL

Email: [data@exmoor-nationalpark.gov.uk](mailto:data@exmoor-nationalpark.gov.uk)