



## Active Wakefield Volunteer Walk Leaders Transparency Notice

We take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

### 1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 307348

Email: [healthimprovement@wakefield.gov.uk](mailto:healthimprovement@wakefield.gov.uk)

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Health Improvement Team  
Wakefield Council  
Wakefield One  
PO Box 700  
Burton Street  
Wakefield  
WF1 2EB

Telephone: 01924 307348

Email: [healthimprovement@wakefield.gov.uk](mailto:healthimprovement@wakefield.gov.uk)

c) The Council's Data Protection Officer is the City Solicitor: Contact details:

Telephone: 01924 305211

Email: [dpo@wakefield.gov.uk](mailto:dpo@wakefield.gov.uk)

### 2. How we use your data:

Active Wakefield needs to collect the following information about you to provide their service:

Name  
Address  
Telephone Number  
Email address  
Date of Birth  
Emergency Contact Name  
Emergency Contact Telephone Number  
Name of walk you lead

We use this information to:

To run the Active Wakefield Volunteer Walk Leader Scheme  
Keep you informed of any training dates  
Keep you updated on any new legislation  
Invite you to attend our annual Volunteer Appreciation Event  
Contact you if we have queries regarding your walk  
Evaluation of the scheme – cost effectiveness of Council services

Should you decide not to provide any of the information we request from you, you will not be able to remain an active volunteer walk leader.

### **3. What authority does the Council have to collect and use this information?**

To keep you informed of the Active Wakefield Walk Scheme

### **4. How long will we keep your data?**

We will keep your personal information collected for the purpose(s) detailed in section 2 for a period of 5 years after which time it will be deleted from our systems. The reason for keeping information for this period of time is to enable the Active Wakefield Walking Scheme to continue to keep you informed of any changes and updates relevant to the scheme.

### **5. Your rights and your personal data**

Under the GDPR you have the following rights:

#### **Right of Access**

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

#### **Right to Rectification**

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

#### **Right to Erasure**

In certain circumstances, you may have the right to request your personal data is erased.

#### **Right to Restriction of Processing**

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

#### **Right to Portability**

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

**Right to Object to Processing**

In certain circumstances, you may have a right to object to the processing of your personal data.

**Automated Decision Making**

Part of our process includes automated decision making. You have a right to not be subject to a decision based solely on automated processing.

**Right of Complaint**

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

**6. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.