

## Volunteer Walk Leader Register Privacy Notice

Version 1.0 adopted 01/03/2021

Here at Wakefield Council, 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 306112

Email: [dataprotection@wakefield.gov.uk](mailto:dataprotection@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

Telephone: 01924 307348

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

c) The Council's Data Protection Officer is the Corporate Information Governance Team Manager. Contact details:

Telephone: 01924 306112

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

### 2. How we use your data:

The Health Improvement Team needs to collect the following information about you.

- Name, date of birth and contact details (email, telephone number and/or postal address)
- Emergence contact name and contact details (email, telephone number and/or postal address)

We use this information to:

- Ensure the safe and effective delivery of the Wakefield Walking Programme (e.g. inform a friend or relative if you have an accident or injury while out walking with us.)
- Enable the effective administration of the Wakefield Walking Programme by ensuring the council has an up to date list of all registered Volunteer Walk Leaders.
- Provide you with up to date information about the Wakefield Walking Programme including programme changes, health and safety updates, training opportunities and changes to official guidance/documentation.

To enable us support you to fulfil the role of Volunteer Walk Leader we will share your information with other Council officers and/or contractors working on behalf of the Council (where applicable).

Should you choose not to provide any of the information we request from you we may not be able to add you to the register of Volunteer Walk Leaders meaning you would be unable to undertake this role.

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

To provide you with the information and support requested when volunteering to carry out the role of Volunteer Walk Leader.

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

We will keep your personal information collected for the purpose(s) detailed in section 2 for as long as you remain an active and competent walk leader. If you do not engage in the programme for two years you will be deemed that you are no longer an active Wakefield Walking Programme participant and your details will be removed from our records.

### **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 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 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 Privacy Notice, then we will provide you with a new Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.