

VALLEY VOLUNTEERS REGISTRATION FORM AND DATA PRIVACY STATEMENT FOR VOLUNTEERS

Thank you for volunteering in the Tamar Valley AONB. Please take a few minutes to read the Data Privacy Statement below before completing and returning the signed form.

1. DATA PRIVACY STATEMENT

Who will control your data?

The Data Controller, for all the information you provide on this form, is Cornwall Council, New County Hall, Treyew Road, Truro, Cornwall, TR1 3AY (host authority for Tamar Valley AONB). Data Protection Registration Number: Z1745294

How will we use your information?

The information you provide on this form will be used to contact you regarding volunteering opportunities within the Tamar Valley AONB (Valley Volunteers), so you have an interesting and rewarding experience, and to ensure your safety whilst volunteering with Valley Volunteers.

Who else will we share your information with?

We will only share this information in conjunction with your volunteering activities for the Tamar Valley AONB with Cornwall Council (as Data Controller) and with the Tamar Community Trust, Friends of the Tamar Valley and Tamar TLC, through Valley Volunteers. The information you provide may be shared with these organisations for the purpose of sourcing an appropriate volunteering opportunity for you and ensuring your safety whilst undertaking tasks.

How long will we keep this information for?

We will keep this information so that we can contact you if another volunteering opportunity arises. We aim to check with you on an annual basis that the details you provided are still correct. You are free to unsubscribe from our volunteering list whenever you wish, by contacting the Tamar Valley AONB team. In accordance with the bachelor retention guidance, we will store your records securely for 6 years after ceasing to become a volunteer.

What are your data rights?

Your personal information belongs to you and you have the right to:

- (1) be informed of how we will process it (This privacy notice outlines how we capture, store and use your data. If you have any questions about any elements of this policy, please contact enquiries@tamarvalley.org.uk),

- (2) request a copy of what we hold about you (If you wish to obtain a record of the personal data we hold about you, through a Subject Access Request, we will respond within one month. To make a Subject Access Request, please contact the Data Protection Officer, address overleaf),
- (3) have it amended if it's incorrect or incomplete,
- (4) have it deleted (where we do not have a legal requirement to retain it),
- (5) withdraw your consent if you no longer wish us to process,
- (6) restrict how we process it,
- (7) object to us using it for marketing or research purposes,
- (8) object to us using it in relation to a legal task or in the exercise of an official authority,
- (9) request that a person reviews an automated decision where it has had an adverse effect on you.

How do you exercise these rights?

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:
Data Protection Officer, Cornwall Council, County Hall, Truro, TR1 3AY
 Tel: 01872 326424; Email: dpo@cornwall.gov.uk

If I don't agree with something?

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office Tel No. 0303 123 1113 <https://ico.org.uk/concerns/>

If there's something I don't understand?

If you need help in understanding or completing this form, please contact the Tamar Valley AONB team on 01822 835030 or email: enquiries@tamarvalley.org.uk

Why do I need to complete this form and provide this data?

By completing this form you are applying to undertake volunteer work on behalf of Valley Volunteers and to abide by a Code of Contact (described below). We need the information you have supplied to contact you with instructions and to make sure that you are safe whilst you are working with us.

Please indicate any volunteering areas of interest:

- Practical outdoor conservation (access/wildlife/built heritage)
- Research and surveys
- Helping at community/education events
- Helping out at the Tamar Valley Centre
- Walking Groups
- Other _____

How should we contact you?

Email _____

Telephone _____

By post _____

I confirm that I have read and understood the information above and that I agree to my information to be used for the purpose described in line with the Data Privacy Statement.

PLEASE PUT X IN BOX OPPOSITE

Name Date