

Privacy Notice Bristol Parks Volunteer Programme

Who we are:

Bristol Parks: Bristol City Council Parks Service work with partners, colleagues, and citizens to protect, preserve, maintain, and raise the quality of parks and green spaces in Bristol. Bristol Parks teams work together to increase use and enjoyment of parks and green spaces by all sectors of the community and provide a range of good quality parks and green spaces. Parks programmes and teams encourage community participation in the improvement and management of green spaces. Staff working in Bristol parks include park operations teams, rangers, fix it teams, project and programme managers, allotment officers and team, nature and conservation officers, landscape team, tree team and the parks volunteer team.

Bristol Parks Volunteer Programme: Bristol Parks Volunteer Programme aims to develop volunteer opportunities, processes, and procedures so residents can easily and safely take action to improve Bristol parks and green spaces for the benefit of all.

Bristol City Council: Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and other regulations including the UK General Data Protection Regulation (UK GDPR), which means it determines what your personal data is used for and why it is collected.

The purpose of this privacy notice is to tell you about how we collect and use personal data in connection with our service. We may update this privacy notice from time to time. When we do this, we will communicate any changes to you and publish the revised privacy notice on our website. This privacy notice should be read alongside the councils [Corporate Privacy Notice](#).

Our main address is City Hall, College Green, Bristol, BS1 5TR and our contact details can be found on [Bristol City Website](#).

What data we need to collect and use?

To provide the Parks Volunteer programme and service we will collect and use some or all the personal information below:

- **Name**
- **Email address**
- **Address**
- **Phone number**
- **Date of birth**

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- **Photos**
- **Physical or mental health details**
- **Passport/NI/NHS/driving licence numbers**
- **Criminal proceedings, outcomes and sentences, criminal offences (including alleged offences).**

We get most of this information about you through your engagement with us as a parks volunteer or partner working with us. This will include information given in forms and surveys including volunteer application forms, training booking forms and feedback surveys.

We may also get this information through processing reference checks with family members, friends, colleagues, or employers and undertaking DBS checks.

We may also collect personal data from forms and records sent to us through working on specific tasks including wildlife surveying.

How do we use your personal information?

We use this information for one or more of the following reasons:

- To send Bristol Parks Volunteer contacts, including volunteers, regular updates
- To send Bristol Parks Volunteer contacts training information
- To recruit, supervise and offer relevant training and support to Parks Volunteers
- To keep records of volunteers and contacts for marketing purposes using the Councils authorised system, Email blaster.
- To invite parks volunteers to access the Parks Database, Better Impact.
- To link individual accounts on Better Impact to Bristol Parks friends groups and parks activities.
- To keep records and draw reports from Bristol Parks Database and Volunteer Management system, Better Impact.
- To conduct Volunteer reference checks
- Conducting Volunteer DBS checks if relevant
- To collect wildlife survey data to share with local environmental record centre: Bristol Region Environmental Record centre.
- To collect feedback about the parks volunteer programme, including training
- To share names and email address with partners, colleagues, and volunteers to aid coordination of activities and programmes.

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Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where we have a valid legal basis to share data. We will only share the minimum information for each circumstance.

If you are involved with wildlife monitoring in Bristol Parks, we may share some of your personal information (name and email address) with the following:

- Bristol Regional Environmental Records Centre (BRERC)

Data shared with BRERC will not be publicly accessible.

We will use data processors to support our activities and communicate news.

These processors are:

1) Email Blaster

Email Blaster Privacy Statement: [Email Blaster Privacy Statement \(emailblasteruk.com\)](https://emailblasteruk.com/privacy-policy/).

2) Better Impact

Better Impact Privacy Statement: [Better Impact Volunteer Management Software Donor Management Software](#)

Will my personal data be sent outside the UK?

No personal information is routinely sent or held outside the UK. Should the transfer of personal information outside the UK become necessary, it will only take place if permitted by law, and then only where there are appropriate safeguards in place to protect the data.

Personal information

Our legal bases for processing your personal information are:

- **legitimate interest** for providing you with updates and information bulletins.
- **Contract where** you have agreed to be a volunteer.

Special category (sensitive)

Personal information and criminal offence information will only be collected when carrying out DBS checks on volunteers working with vulnerable adults and persons under 18.

Collecting volunteer data is covered by Article 9, 2, b: Employment, social security, and social protection and the lawful basis for collecting this is to fulfil our contractual obligations.



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How long we will keep your personal information?

We will hold your personal information for as long as it is needed, or if we are required to do so by law. After you cease to volunteer your personal information may be retained for:

- 24 months

After this, your personal information will be deleted. You can request for your personal details to be deleted from our records at any time.

Your rights as a data subject

The law gives you rights to control what and how personal information is used by us, including the right to access a copy of your personal information and withdraw your consent when we rely on your permission to use your personal data.

Full details about how we use and share your data and your rights can be found on our [Corporate Privacy Notice](#). If you are unable to access our digital Privacy Notice, please [contact Citizens Services](#) whom will be able to send a hard copy.

To update or correct your information if it is inaccurate, please [contact Citizens Services](#).

To access a copy of your personal information, more details and how to make a request can be found on the [data protection subject access requests page on the council website](#).

You can exercise any of these rights, ask questions about how we use your personal data or complain by contacting us at data.protection@bristol.gov.uk or by writing to our data protection officer at:

Data Protection Officer
Information Governance
Bristol City Council
City Hall
PO Box 3399
Bristol
BS1 9NE

If you think we have dealt with your information inappropriately or unlawfully, you have the right to complain to the ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Website: <https://ico.org.uk/>

Next annual review date:

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1.1

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