



## Privacy Policy

### London Borough of Sutton Biodiversity Team

*working in partnership with  
Sutton Nature Conservation Volunteers*

#### 1. Who are we?

Sutton's Biodiversity Team and Sutton Nature Conservation Volunteers have been working together since 1987. Staff, volunteers and the SNCV Executive Committee undertake practical habitat management work and activities to educate, inform and champion Sutton's wildlife and nature sites.

#### 2. Our commitment to your privacy

Sutton Council and the Sutton Nature Conservation Volunteers are committed to keeping the personal details of volunteers and supporters safe. This policy explains how and why we use your personal data, to ensure that you remain informed and in control of your data.

Any reference to Sutton Nature Conservation Volunteers, Volunteers or SNCV, refers to Sutton Nature Conservation Volunteers. Any reference to Sutton Council's Biodiversity Team, the Biodiversity Team, the Council or LBS, refers to Sutton Council's Biodiversity Team. Any reference to 'we' or 'us' refers to Sutton Nature Conservation Volunteers and Sutton Council's Biodiversity Team.

SNCV is a registered charity in England and Wales. Its registered charity number is 1069510.

#### 3. Why do we collect your personal data?

The main reasons for collecting personal data are;

- I. To enable you to volunteer with us. We require sufficient information to enable volunteer activities to be conducted safely, to advise you of any changes to task days and to enable us to contact next of kin in the event of an accident or emergency.
- II. To keep you informed about events, tasks, meetings, newsletters and other nature conservation information relating to the work of Sutton Nature Conservation Volunteers and/or the Biodiversity Team.

#### 4. How do we collect your data?

Your personal data will generally be collected from you in person.

- Personal data will be collected during the volunteer induction process, through the Volunteer Registration Form and Use of Photographs Form. This information will generally be collected by a member of the Biodiversity Team, but it could also be obtained by designated members of the SNCV team.
- Names and email addresses will usually be collected by SNCV volunteers or members of the Biodiversity Team at events, when your details are added to a mailing list or sign-up sheet.

- Names and email addresses will be collected when you register with the Councils booking system for events and activities.

## 5. What kind of information do we collect?

We will usually collect basic information about you, including your name, postal address, telephone number, and email address. This is called *personal data*.

The following *sensitive personal data* may be gathered during the volunteer induction process;

- medical conditions (physical and mental health)
- details of emergency contacts (next of kin details)
- references / criminal records checks

We may also collect *sensitive personal data* if you have an accident. This information will be retained under current health and safety legislation, for safeguarding purposes and to facilitate investigation in the event of an insurance or legal claim against us.

## 6. How do we use your personal data?

We will never sell your personal data or share it with third parties.

We will only ever collect, store and use your personal data when we have an identified purpose and reason to do so and with your explicit permission:

- Relevant personal data and sensitive personal data will be used to ensure that staff and designated members of the SNCV team have sufficient information to enable them to carry out task days and other volunteer activities safely. This may include medical details and contact details.
- Email addresses provided via a sign-up sheet, registry on the booking system or the induction process will be added to MailChimp, a marketing automation platform, for the purposes of distributing newsletters and similar information.

As defined by the Information Commissioner's Office (ICO), we use opt-in consent to send you the information listed above by email or contact you by phone or SMS. We respect your right to update the way we get in touch with you about our work at any time. Should you wish to find out more about the information held about you, please contact [biodiversity@sutton.gov.uk](mailto:biodiversity@sutton.gov.uk)

## 7. How do we store your data?

- I. Security - All of the personal and sensitive personal data we process is processed by our staff or volunteers in the UK. However, for the purposes of IT hosting and maintenance, your information may be situated outside of the European Economic Area (EEA). This will be done in accordance with guidance issued by the Information Commissioner's Office.

Electronic data and databases are stored on secure computer systems and we control who has access to information (using both physical and electronic means).

- All personal data and sensitive personal data about you is held on the Council's database, where only Biodiversity Team staff have access
- Your personal data, including email address, is held on Council email systems, as well as third party email systems used by the SNCV (i.e Outlook) and Mailchimp

Our staff receive data protection training and we have a set of detailed data protection procedures which personnel are required to follow when handling personal data.

- II. Data retention policy - We will only use and store information for as long as it required for the purposes it was collected for in line with current legislation. We continually review what information we hold, and delete what is no longer required.