



Chiltern Rangers CIC Privacy Policy



Our commitment

Chiltern Rangers is committed to keeping personal details of data subjects (you) safe and secure. This notice explains how and why we collect, store and delete personal data.

Responsibilities

The Data Protection Lead Officer is responsible for ensuring that this notice is available to potential data subjects prior to Chiltern Rangers collecting/processing their personal data.

All Employees/Staff of Chiltern Rangers who interact with data subjects are responsible for ensuring that this notice is available and their consent to the processing of their data is secured.

Fair Processing Notice

The personal data we collect from you will be used for the following purposes:

- To contact you about volunteering opportunities and with relevant news which you have asked for.
- To send you information about business development & partnership opportunities and services which may be of interest which you have asked for.
- To help Chiltern Rangers staff arrange suitable volunteering opportunities based on skills and experience and for safeguarding purposes.
- To promote our services and volunteering opportunities via social media and press.
- To help Chiltern Rangers staff arrange appropriate responses with regards to any health & safety matters in the event of an emergency.
- To make referrals to Chiltern Rangers business partners for other volunteering opportunities that may be of interest to you.
- To provide volunteer monitoring information (anonymised) for funding applications and opportunities.
- To make financial reimbursements to you for qualifying expenses incurred while volunteering.

By consenting to this, you are giving us permission to perform those actions.

You may withdraw consent at any time by contacting the Data Protection Lead Officer: by writing to us at Kingsmead Depot, 60 Fennels Road, High Wycombe, Buckinghamshire. HP11 1SL; by emailing info@chilternrangers.co.uk or by phoning us on 01494 474486.

What is Personal Data?

Under the EU's General Data Protection Regulation:

Personal Data is defined as "any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

Special Categories of Personal Data

Certain data are classified under the Regulation as "special categories":

Racial
Ethnic origin
Political Opinions
Religious Beliefs
Trade-union membership
Genetic Data
Biometric Data
Health Data
Data concerning a natural person's sex life
Sexual orientation

Consent is required for Chiltern Rangers to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

Why does Chiltern Rangers need to collect and store personal data?

In order for us to provide you with volunteering opportunities or Ranger Services we need to collect personal data for correspondence and Health and Safety purposes. In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy. We may pass your personal data on to our service providers who are contracted to Chiltern Rangers in the course of dealing with you. Our contractors are obliged to keep your details securely, and use them only to fulfil the service they provide you on our behalf. Once your service need has been satisfied or the case has been closed, they will dispose of the details in line with Chiltern Rangers' procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do so.

How Chiltern Rangers uses your information

Chiltern Rangers will collect, store and use the information you provide in a manner that is compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. In some instances the law sets the length of time information has to be kept, but in most cases Chiltern Rangers will use its discretion to ensure that we do not keep records outside of our normal business requirements. Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

Cookies

Please see the cookie policy on our website. www.chilternrangers.co.uk

Your rights

You have the right to access the information we hold about you. To do this contact us at info@chilternrangers.co.uk or telephone 01494 474486 and we will send you a subject access request form. Once we have received this we will respond as soon as possible and within a month. If you wish to update your information or have your details deleted from our organisation please contact us using one of the above methods.

Ask to see our Child Protection Policy if you would like information on how we protect young people.