

Outdoor Leisure Services

Privacy Notice (How we use your information)

The categories of information that we collect, process, hold and share include:

- Personal information (such as name, address, contact number)
- General disability / access issues (where you or your party wish to volunteer or take part in ranger led activities)
- Ethnicity/ gender (where you are taking part in a user survey)
- Permission to use your image in promotional material

Why we collect and use this information

We use your data to:

- Ensure, when you request, that you are kept informed of events.
- Derive statistics which inform decisions such as services at Country Parks.
- Record any incidents including those relating to health and safety or accidents.
- Take any necessary enforcement action such as Public Space Protection Orders.
- Support our requests for funding and Green flag status.

The lawful basis on which we use this information

We collect and use this information, when related to enforcement, under the Anti-social Behaviour, Crime and Policing Act 2014.

Where an accident is involved we record the information as part of our statutory duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Collecting this information

Whilst the majority of the information you provide to us is voluntary, some of it, related to enforcement, is provided to us on a mandatory basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

We hold your data for three years since last contact in the case of communications and 7 years if an accident or an enforcement action.

Who we share this information with

We routinely share information with our Community Safety Unit and Health and Safety Officer, where relevant, on a statutory basis under Anti-social Behaviour, Crime and

Policing Act 2014 and RIDDOR legislation. This data sharing enables us to keep our open spaces safe and enjoyable for all.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information please contact Adrian Stanfield, the Council's Data Protection Officer at foi@tmbc.gov.uk.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like further information about this privacy notice, please contact Adrian Stanfield, the Council's Data Protection Officer at foi@tmbc.gov.uk.

The Council collects and uses personal information for a number of purposes across all of its departments and functions. To find out more about how the Council uses the personal information it collects, please refer to the Corporate Privacy Notice www.tmbc.gov.uk/privacy-notice

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