

## Privacy Notice – Tree Warden Scheme

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

### What information do we collect about you?

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because you have agreed to share it with us voluntarily. You will be asked to give your consent.

To become a tree warden, you will be asked to provide some personal information (e.g. name, address, telephone number and email address) [Art. 6(1)(a) UK General Data Protection Regulation].

We are collecting personal information so that we can coordinate the tree warden scheme with ward councillors and other members of the public who have joined the scheme.

You can withdraw your consent at any time by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk). Your rights are set out below.

### How will we use the information about you?

We will use your information you provide to facilitate activities and communications between ward councillors and members of the public who have joined the scheme.

We may share your personal data with St Albans district ward councillors and other members of the scheme.

We will not share your personal information with any external organisations, except for partner organisations. By partner organisations we mean Grounds Maintenance and Tree Contractors where sharing your data is necessary to deal with a matter you have reported to us. We may be required to share your personal information with the Police, Internal Audit, or similar agency, or another Council for the purposes of preventing and detecting fraud.

We will ensure that all personal information is kept securely.

### How long will you keep this information?

We will destroy this personal information in accordance with our Disposal Schedules. We consider what the legislation states and what is good practice to determine how long we need to keep your information. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period that relates to your personal information, please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk).

### Individuals' Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your data, please contact [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) and ask for a subject access request.

You have the following rights in respect of the information you have consented to share with us:

- To be forgotten i.e. your details will be deleted
- To have us correct an error
- To have us restrict the way we use the information
- To object to us using the information
- To have your information shared at your request (data portability)

We will consider your request and respond within one month. Please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk).

You can find out more about [your rights](#) on our website.

You can also find out more about your rights on the Information Commissioner's website:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

### **Changes to our Data Protection Policy**

We have a Data Protection Policy in place and this can be found [here](#).

### **Data Protection Officer**

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Judith Adamson, Solicitor, Monitoring Officer. She can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling 01727 866100 for our Complaints Team.

### **How to contact us**

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

### **Complaints**

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by mailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113.

### Declaration:

I consent to my personal data being shared with other members of the Tree Warden Scheme and the District Council, as appropriate, in accordance with the above privacy notice.

Name	
Signature	
Date	