

London Borough of Camden – Digital Champions Network

Privacy Notice

The name and contact details of the data controller :

London Borough of Camden, Judd Street, London. WC1H 9JE 020 7974 4444.

The name and contact details of the Data Protection Officer:

Andrew Maughan, Borough Solicitor, dpo@camden.gov.uk

The Categories of Personal Data

Name, email address, phone number, address, emergency contact, qualification.

The purpose of the processing

We are processing the data as part of our digital champions network including volunteer names, contact information, and relevant qualifications, we can effectively communicate with them, track their progress in the digital champions training program, and ensure they receive the support and resources they need to become proficient digital champions.

The legal basis for processing

Legal basis will be art 6(1)(e) public task with the underlying law being the Equality Act 2010

The categories of recipients that the council has or will disclose the data to.

The council has or will disclose the data to these organisations: Digital Unite (Digital Champions Network), the supplier of the network online platform. We also undertake general data matching or data sharing in certain areas for the prevention or detection of crime, you can find out more information on that [here](#).

Whether the council will transfer your data out of the EU/EEA. We will not transfer your Personal Data outside the EU/EEA.

The retention period: We will retain your data for a period of three years after you stop volunteering with Camden. The information will be handled securely during this time.

What information is mandatory for you to provide and the consequences of not providing the information, and whether giving Personal Data is part of a statutory or contractual requirement or obligation.

Identification and Verification: Having full names and contact details allows you to accurately identify and verify the identity of champions. This is important for security and administrative purposes, ensuring that only authorised individuals are participating in the program.

Communication: Contact information, including email addresses and phone numbers, is essential for effective communication with volunteers. It enables us to inform you about training sessions, events, updates, and any changes in the program schedule.

Emergency Contact: In case of emergencies during volunteer activities, having contact information helps ensure the safety and well-being of volunteers. It allows us to quickly reach out to the champion or their designated emergency contacts if needed.

Tracking and Reporting: Full names and contact information are valuable for tracking volunteer participation and progress in the program. This information can be used for reporting purposes, grant applications, and program evaluation.

Customised Support: Knowing champions' names and qualifications can help tailor support and training resources to their specific needs.

Recognition and Appreciation: Personalising interactions and recognising by full names can foster a sense of belonging and motivation to continue contributing to the program. It also facilitates the acknowledgment of their efforts and achievements.

Automated decision Making and Profiling.

We are not using automated Decision Making or profiling to process your Personal Data

Your Data Subject Rights

You have the right to request a copy of the information we hold about you, the right to ask us to rectify, erase or restrict processing of your data, the right to ask for data portability, the right to object to automated decision making, and if we are relying on consent the right to withdraw consent at any time. There are some exemptions to these rights. Please see our website here and the ICO website here for more information. To exercise these rights please use our web form here.

The right to lodge a complaint with a supervisory authority:

It would be helpful if you contacted us first at dpa@camden.gov.uk to see if we can resolve the problem. You can complain to the Information Commissioner's Office if you are unhappy with how the council has handled your personal data. You can contact the ICO at Telephone: 0303123 1113 , live chat <https://ico.org.uk/global/contact-us/live-chat/> or webform <https://ico.org.uk/global/contact-us/>