



# Fair Processing & Privacy Notice

## Coniston Mountain Rescue Team (Coniston MRT)

**Version 1**

**May 2018**

<b>Version</b>	<b>Date</b>	<b>Summary of Amendment</b>	<b>Actioned</b>	<b>Approved</b>	<b>Review Date</b>
1	May 2018	New	Judy Leese	03/05/18	May 2019

# Fair Processing and Privacy Notice

## How we use your personal information

### Introduction

This fair processing notice explains why the **Coniston Mountain Rescue Team** collects, information about you and how that information may be used.

Under the Data Protection Act 2018 organisations like **Coniston MRT** must take care to protect your information and ensure it is stored properly and correctly.

We provide support to statutory services such as police, fire and ambulance. We are an independent charity and operate under the association of Mountain Rescue England and Wales. Our team members are all highly trained volunteers with a strong understanding of information rights. We process your information for the performance of a task carried out in the public interest.

### Record Held and Why

**Coniston MRT** use a combination of working practices and technology to ensure that your information is kept confidential and secure. Records that we may hold include:

- Details about you, such as your address, legal representative, emergency contact details.
- Any contact **Coniston MRT** has had with you
- Notes and reports about your health and social care.
- Details about any health treatment and care.
- Results of any rescue missions that have involved you
- Relevant information from other professional authorities to support you in a rescue situation

#### For Volunteers:

- Emergency contact information
- Personal information for volunteering related purposes
- Notes and reports about your health and social care.
- Relevant experience and qualifications
- Photos and videos of team members

#### For Friends & Supporters:

- Name, address, e-mail
- Accounts and financial information

If we need to use your personal information for any reasons beyond those stated above, we will discuss this with you and ask for your explicit consent. The Data Protection Act 2018 gives you certain rights, including the right to:

- Request access to the personal data we hold about you, e.g. in health records.
- Request the correction of inaccurate or incomplete information recorded in our records, subject to certain safeguards.
- Request your personal information to be transferred from one IT environment to another without hindrance to usability.
- Object to the use of your personal information: In certain circumstances you may also have the right to 'object' to the processing (i.e. sharing) of your information.

## Raising a complaint

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Lead who will investigate the matter.

The Data Protection Lead for the team is: **Judy Leese**

They can be contacted on: **[secretary@conistonmrt.org.uk](mailto:secretary@conistonmrt.org.uk)**

DPA Registration Number: **ZA003257**

Under the Data Protection Act 2018 you are entitled to request access to personal information held about you. If you would like to submit a request, you may do so by submitting a Subject Access Request ('SAR'). Please address your subject access request to **[secretary@conistonmrt.org.uk](mailto:secretary@conistonmrt.org.uk)** or **Coniston Mountain Rescue Team, Old Furness Road, Coniston, Cumbria, LA21 8HU**. We do not charge and will provide a full response within a month.

### The Information Commissioner's Office

If you have an information right complaint you and would like more information about your legal rights, you can write to the Information Commissioner's Office.

The Information Commissioner's Office  
Wycliffe House Water Lane Wilmslow Cheshire  
SK9 5AF  
Telephone: 0303 123 1113  
Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
website: [www.ico.org.uk](http://www.ico.org.uk)