

Ipswich Tree Wardens - Keeping Your Information Safe

Ipswich Tree Warden Network is a volunteer group working under Ipswich Borough Council.

Ipswich Borough Council will, at all times, comply with the requirements of the Data Protection Act 2018. Any personal data given to us by you will only be used for the purposes stated and will not be passed onto any third-party organisation.

In order to work safely and effectively we need collect information from each of our volunteers.

The information we require:

Contact Details	To keep in touch with you about the tree warden network and voluntary opportunities i.e. events, training etc.
Emergency Contact Details	To contact them in the event of an emergency whilst you are volunteering.
Your skills, experience etc.	To make sure the role is for you and to make the most of your unique skill set. This will also identify any gaps in your knowledge and where we can support you.
Your needs, any medical conditions, and any medication	To provide support or any specialist equipment that will make your role easier and if we need to alter any of our sessions to meet your needs. If you are on any medication (i.e. an EpiPen or Warfarin) that we should be aware of in emergency situations.
Pictures and Publicity	We use photos of volunteers and events for publicity purposes (including printed publications, social media etc.) but we need to ensure you consent to your photos being taken and used for this purpose (this includes photos of any children)
Your Age	Unfortunately, we cannot have volunteers under the age of 16 unsupervised, we need to know if you are over 16 or are an adult supervising with a volunteer under 16 years of age.

For more information visit: www.ipswich.gov.uk/content/privacy-policy

If you have any questions regarding how we store your information please contact the Ipswich Tree Warden Co-Ordinator on ipswichTreeWardens@ipswich.gov.uk