

Environment Agency & Derbyshire County Council
Flood Warden privacy notice and consent form

How we use your personal data

We are the Environment Agency and Derbyshire County Council, and as part of Derby and Derbyshire Local Resilience Forum we support Community Flood Wardens. We are the data controllers for Community Flood Wardens. A data controller determines how and why personal data (personal information) is processed.

Our [personal information charter](https://www.gov.uk/government/organisations/environment-agency/about/personal-information-charter) (www.gov.uk/government/organisations/environment-agency/about/personal-information-charter) explains how we deal with your personal information. Go to GOV.UK and search 'Environment Agency personal information charter'.

The personal data we need

When you volunteer to be a Community Flood Warden, we need to collect certain information about you. This includes your name and contact details.

We need your consent to process your personal data as a Community Flood Warden. You have the right to withdraw consent for us to process your personal data at any time.

What we do with your personal data

We may use your personal data to:

- inform you about upcoming training events relating to your Flood Warden role
- communicate with you during flooding incidents
- provide you with newsletters and other updates

We will not share or disclose your personal data to any party outside of the following organisations without your explicit consent unless we are lawfully able to do so:

- Environment Agency
- Derbyshire County Council
- Derby City Council
- Derbyshire Police
- Derbyshire Fire & Rescue

We may share your personal data with other Category 1 and 2 incident responders in an emergency as part of our duties in the public interest that are set out in law.

Where your personal data is processed and stored

We will keep your personal data in our secure database within the UK. We will keep your personal data for as long as you volunteer as a Community Flood Warden. In order to ensure that your details are up to date, we will contact you annually. If we do not hear from you within 3 years then we will assume that you no longer wish to work as a Flood Warden and delete your personal data from our database.

Contact details

Environment Agency: Our Data Protection Officer (DPO) is responsible for independent advice and monitoring of the Environment Agency's use of personal data.

If you would like to find out more information about how your data is processed please read the Environment Agency's Personal Information Charter at

<https://www.gov.uk/government/organisations/environment-agency/about/personal-information-charter>

If you have any concerns or queries about how we process personal data, or if you would like to make a complaint or request relating to data protection, please contact our DPO using the following details:

Data Protection Officer, Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH

Email: dataprotection@environment-agency.gov.uk

You can find out about your personal data rights from the Information Commissioner's Office (ICO) at www.ico.org.uk. The ICO regulate the data protection legislation. You have the right to lodge a complaint with them at any time.

Consent form

The privacy notice above tells you how we will use your personal data if you volunteer as a Community Flood Warden. If you are happy with this, please sign the consent form below. If you do not sign the form you will be unable to volunteer as a Flood Warden as we will not be allowed to contact you.

If you have any queries or you wish to withdraw your consent for us to process your personal data, please contact us at:

Email: floodresilience.eastmidlands@environment-agency.gov.uk

Name

Date

**Please complete and return this form to:
floodresilience.eastmidlands@environment-agency.gov.uk**