

## Privacy Notice

**10<sup>th</sup> June 2025**

### Key contact details

Name: Amy Dixon  
Downshire Civic Centre  
Downshire Estate, Ardglass Road  
Downpatrick BT30 6GQ  
DL: 03301374586 | E – amy.dixon@nmandd.org | M - 07548159835

### The type of personal information we collect.

We currently collect and process the following information:

Parent/Carer/Guardian: First name, Last name, Email, Address, City, Post Code, Mobile Phone No.,

Participant: First name, Last name, Email, Address, Post Code, Gender, allergies, medical conditions or recent injuries

### How we get your personal information and why we collect it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Register yourself or child on the Ring of Gullion and Strangford and Lecale AONB Youth Leader Programme 2025
- For purposes of selection to the programme, should the number of applicants exceed the number of available places on the programme. Please see the Selection Criteria for further details.
- To ensure your safe participation in the AONB Youth Ranger Programme
- Contact details of next of kin will be kept and used in case of emergency for the duration of the activity programme.
- To register you/your child for the Ulster Wildlife Wild Youth Award.
- To provide information/application opportunities to you/your child for progression to the Landscapes NI Youth Forum

We may share this information with an activity provider who will deliver elements of the AONB Youth Leader Programme on behalf of Newry Mourne and Down District Council, for example Ulster Wildlife.

Under the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting amy.dixon@nmandd.org**

## How we store your personal information

Your information is securely stored electronically in password protected files. We keep your personal information for six years. We will then dispose of this information securely as per council retention and disposal policy.

## Your data protection rights.

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request (see contact details on footer of first page).

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us (see contact details on footer of first page).

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's contact details are as follows:

- ICO website: [www.ico.org.uk](http://www.ico.org.uk)
- ICO self-service portal: <https://ico.org.uk/make-a-complaint/official-information-concerns-report/official-information-concern/>
- Helpline: 0303 123 1114