

## Privacy Policy

Crick Woodlands will always respect the privacy of anyone who we communicate with. This statement provides you with information about how we process the personal data of our members, volunteers, sponsors, supporters, suppliers and contacts.

The “controller” for the purposes of UK data protection laws is Crick Woodlands, registered charity number 1090645, of 52 Watford Road, Crick, Northamptonshire, NN6 7TT. Our data protection policy is available to view within the Policies section of the website.

If you would like to contact us about this statement, please contact the Committee Secretary at [enquiries@crickwoodlands.co.uk](mailto:enquiries@crickwoodlands.co.uk)

### How we collect personal data and what we do with it

We will only collect your personal data when you voluntarily submit it to us either by contacting us through our website or other means of communication. We may process the following kinds of personal data about you: name, address, telephone number, email address.

We will only use your personal data when the law allows us to. Most commonly, we use personal data in the following circumstances:

- To maintain a record of and manage our relationship with members, volunteers, sponsors and supporters.
- To receive and record sponsorship and other donations.
- To engage with our existing members, volunteers, sponsors and supporters, including sending information and/or requests for support, in accordance with our legitimate interest in promoting, maintaining and improving the woodlands.
- To provide tree sponsors with information about the trees planted and/or dedicated in their name.
- To publish, on our website and on the noticeboard at the woodlands, a list of tree sponsors (where they have given their consent to being published in this manner).
- To communicate with “Local Lotto” participants who have chosen to share their contact details with us.
- To respond to or otherwise action a request by you in connection with tree sponsorship, volunteering, or becoming a committee member.
- To respond to enquiries received from members of the public through our website, social media pages or other means of communication.
- To engage with individuals within organisations that we deal with, including suppliers, sponsors, the local Parish Council, and Forestry Commission in accordance with our legitimate interest or in connection with (for example in the case of suppliers) a contract that we have entered (or are in the process of entering into) with them.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests; specifically, the promotion, maintenance and improvement of the woodland.
- Where we need to comply with a legal or regulatory obligation.

We will not share personal data with any third party without your consent unless we are under a legal obligation to do so. In addition, we limit access to your personal data to those members of the Crick Woodlands committee who need to know in order to respond to your request.

We hold personal data securely, and will only retain it for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal or reporting requirements, following which it will be deleted. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

## **Your rights**

You have the right to:

- **Request access to your personal data** and receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **Request correction of the personal data we hold about you**, to have incomplete or inaccurate personal data we hold about you corrected, although we may need to verify the accuracy of any new data you provide to us.
- **Request erasure of your personal data** where there is no good reason for us continuing to process it. We may not always be able to comply with a request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
- **Object to processing of your personal data** where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground. In some cases, we may demonstrate that we have compelling grounds to process your information which override your rights and freedoms.
- **Request restriction of processing of your personal data** in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
- **Request the transfer of your personal data to you or to a third party** in a structured, commonly used, machine-readable format. This only applies to automated information which you consented to our use or where we used it to perform a contract with you.
- **Withdraw consent** at any time where we are relying on consent to process your personal data. This will not affect the lawfulness of any processing carried out before you withdraw your consent.

If you wish to exercise any of the rights set out above, please contact the Committee Secretary at [enquiries@crickwoodlands.co.uk](mailto:enquiries@crickwoodlands.co.uk).

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

## **Third party websites**

Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share personal data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

## **Changes to this statement**

This statement was created on 13<sup>th</sup> January 2020. If this statement is changed, the date of the new version will be listed in this section, and past copies will be made available upon request.