

## **Privacy Notice and Policy** **Updated May 2018**

South Bedfordshire Friends of the Earth is a voluntary community organisation and a local Friends of the Earth Group, mainly based around Leighton Buzzard. We have a constitution, bank account and democratically elected officers that have a formal partnership arrangement with Friends of the Earth, a collective name for Friends of the Earth Trust, registered charity 281681, company number 1533942, and Friends of the Earth Limited, company number 1012357. South Bedfordshire Friends of the Earth is a data controller and processor of your information under the conditions of the Data Protection Act 2018. The 2018 Act replaces the 1998 Data Protection Act from May 25 2018.

At South Bedfordshire Friends of the Earth we take your privacy very seriously and we're committed to protecting your personal information that you've shared with us. The statement below explains how we collect and use the information which you give us.

Our aim is to safeguard your privacy whilst providing you with the membership, active involvement, participation and support of a friendly informal local community environmental organisation. Collecting personal information is necessary if we are to communicate effectively with you. To communicate effectively with you for the purposes and aims of South Bedfordshire Friends of the Earth, we will require to hold:

- your name,
- your email address,
- your telephone number
- your postal address.

If you are taking part in one of our events such as a stall, helping to organise a public talk or practically working on one of our bee friendly sites, we will require, in addition to the above:

- an emergency contact name and telephone number
- details of any serious medical conditions or disability needs that could impact on health and safety during the event.

We will not hold in any written form any notes on your health or any disability.

### **South Bedfordshire Friends of the Earth's commitment to respect your privacy:**

We will collect, process and use the personal data that you share with us in a way that is fair, transparent, and honest.

We will only hold and use the personal data that you share with us in the ways you say we can.

## **Consent**

As a responsible organisation, we will always comply with our responsibilities and obligations as detailed in current data protection legislation.

You have the right to amend or withdraw your consent about the ways in which we hold and use your personal data at any time.

Where we have your consent to do so, and we will ask for your consent in advance, we may share the information that you provide to us with other organisations with which we are working; for example, on campaigns or activism activities.

We will ask for your consent to do this

You can also amend your consent at any time by contacting:

Coordinator Victoria Harvey [vapharvey@btinternet.com](mailto:vapharvey@btinternet.com), 07815817108 or

our Treasurer Ken Barry [Kenwbarry@aol.com](mailto:Kenwbarry@aol.com).

We will update the data that you have shared with us regularly, and ensure it is accurate.

We will log all changes that we make to the personal data that you share with us. You can ask to see the record of the changes at any time.

We will do all that we can to protect the personal data that you share with us through reasonable technical and organisational safeguards and measures.

We will always comply with the current UK Information Commissioner's Office guidance

All the data that we use is held in accordance with the requirements laid out in current data protection legislation. If you have any requests concerning your personal information or any questions about how we manage our data, please contact our Coordinator Victoria Harvey [vapharvey@btinternet.com](mailto:vapharvey@btinternet.com) or our treasurer Ken Barry [Kenwbarry@aol.com](mailto:Kenwbarry@aol.com)

## **Ways in which we use your personal information**

We keep your personal information only for as long as required for the purposes for which it's supplied. Where your information is no longer required, we will always make sure it is disposed of in a safe and secure manner.

We will only ever use your data in line with our commitments to you. Should you have any concerns about this, please contact our Coordinator Victoria Harvey [vapharvey@btinternet.com](mailto:vapharvey@btinternet.com) or our treasurer Ken Barry, [Kenwbarry@aol.com](mailto:Kenwbarry@aol.com)

## **Our communications**

We will only ever contact you directly using the methods for which you have given your clear consent.

We want to give you as much control over the ways we communicate with you as possible. If you'd prefer we did things differently – or even stop contacting you entirely – all communications from us will always explain how to opt-out of future communications or change your preferences. Our aim is to give you complete control over how we use your personal data that you share with us.

## **How we hold and process your personal data**

To ensure that we communicate with you through your preferred channels (e.g. post, email, phone or text message), you can update your preferences at any time.

To change your preferences, please contact our Coordinator Victoria Harvey [vapharvey@btinternet.com](mailto:vapharvey@btinternet.com) 07815817 108 or our treasurer Ken Barry, [Kenwbarry@aol.com](mailto:Kenwbarry@aol.com)

In compliance with the Data Protection Act 2018, we will always obtain consent before contacting you via emails, text messages and phone calls.

## **Sharing your data**

We will never sell your details to other organisations.

If you've given your specific consent for us to share your data, we may share your contact details with key members or subgroup of South Bedfordshire Friends of the Earth group if there is a particular campaign where your interest is the same as that particular key members. This involves you being able to see the email addresses of all in the email and enables you to "reply to all" to those on the list and continue the conversation.

If you sign a petition which involves a hand in, for example a petition to be handed in to the government, it may be necessary to include some contact details on the petition hand in. These details will not be shared further. Otherwise we would only disclose your data if we are obliged to do so by law.

We will keep your details up to date. The accuracy of your information is important to us. If you change your home or email address, or if any of the other information we hold is inaccurate or changes in any way, or even if you simply wish to check that the data you have shared with us is up to date, please contact us.

We know how much trust you place in us when you share your personal data. Because of that we place great importance on the security of your personal information and will always take appropriate precautions to protect it. Even with all these precautions, no data transmission over the internet can be guaranteed to be 100% secure. So, whilst we strive to protect your personal information, we cannot guarantee the security of any information which you disclose to us online and you must understand that you do so at your own risk.

We take care to protect your personal information. We take steps to ensure that access to personal information is restricted to those members of South Bedfordshire Friends of the Earth who need it in order to organise for South Bedfordshire Friends of the Earth a stall, an event or a working party on a bee friendly area. This will normally be the Coordinator and the Treasurer, but occasionally will include someone who has taken with the consent of the group and the treasurer and coordinator, an organising role for an event and the data will only be used to contact the person in relation to that event.

## **Access to your personal information**

Under the General Data Protection Regulation, you have the right to request and be sent: confirmation that your data is being processed; access to your personal data; and other supplementary information that we hold about you.

You can make a request by contacting us directly. We will take steps to confirm your identity before releasing any information to you. We will not charge you for providing

the information that you request. We will respond to your request within one calendar month of the request, unless there are exceptional circumstances.

### **Your rights and acceptance of this policy**

By sharing your consent preferences, and using our sites, you consent to the collection and use of information by Friends of the Earth in accordance with our Privacy Policy. If you do not agree to this policy, please do not use our sites.

Any personal information submitted via our websites is treated in accordance with current UK data protection legislation (from May 25<sup>th</sup> 2018, we will be working in accordance with the Data Protection Act 2018). To find out more about your entitlements under the current and future data protection legislation, visit the [Information Commissioner's website](#).

### **Privacy policy for minors**

The protection of minors is very important to us, so we won't actively seek opportunities to collect personal information from under-18s. However, we don't want to exclude under-18s from opportunities to support our work either (with the exception of donations), so we may sometimes need to store their personal information. Minors should always ask a parent or guardian for permission before sending personal information to anyone online.

### **Information retention**

We will hold your personal information on our systems for as long as is appropriate for the activity that you are supporting (for example, participating in a campaign or making a donation to support our work). If you ask for your personal information to be deleted, we will manage your request in a transparent way, and in line with our data retention policy. We may, however, retain a secure anonymised record for research and analytical purposes.

We regularly review the data we hold to ensure it is held in line with consent of the person who shared it with us.

### **Email**

Whilst we will take all reasonable steps to protect and secure your personal data, we cannot guarantee the confidentiality of any messages transmitted between you and us via email, as these are potentially accessible by the public. We will not be liable to you or anyone else for any loss relating to any email message sent by you to us or by us to you.

### **Changes**

We may make changes to this policy from time to time. If we change our Privacy Policy we will post the changes on the website [www.southbedsfoe.co.uk](http://www.southbedsfoe.co.uk), send out notification of the change to members and hold a record of the changes that we make. When we make significant changes to this policy we will communicate with our members and supporters to tell them what has changed. Please revisit the policy when you want to confirm how we use your personal information.

This policy was last revised **16<sup>th</sup> May 2018.**

This privacy policy is governed by the laws of England, Wales and Northern Ireland.