

The Darlands Conservation Trust

Privacy Policy

Approved 31st May 2019



DARLANDS
CONSERVATION TRUST

This privacy policy will explain how Darlands Conservation Trust uses the personal data we collect from you when you contact us.

What data do we collect?

We collect the following data:

- Personal identification information (Name, address, email address, phone number and bank details) that you provide to us.
- Any relevant medical information you provide to us.

How do we collect your data?

You directly provide us with all of the data we collect. We may collect data and process data when:

- you get in touch with us by telephone, post or email.
- you make a donation to Darlands Conservation Trust and complete a gift aid declaration.
- you volunteer with us.
- you are involved in an accident whilst volunteering for, or at an event organised by us.

How will we use your data?

We collect your data so that we can:

- keep in touch with you.
- collect your donation and claim gift aid.
- protect your welfare, conduct risk assessments or provide you with first aid.
- meet the requirements of our insurance cover.
- meet our legal and financial obligations.

How do we store your data?

Darlands Conservation Trust securely stores your data electronically and we control who has access to that information. We will only use and store information for as long as it is required for the purposes it was collected for. We will continually review what information we hold, and delete what is no longer required.

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What are your data protection rights?

Darlands Conservation Trust respects your right to control your data. You are entitled to the following:

The right to access – You have the right to request copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that we correct any information you believe is inaccurate. You also have the right to request we complete the information you believe is incomplete.

The right to erasure – You have the right to request that we erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that we restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to us processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that we transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: privacy@darlandsconservationtrust.org.uk

Or write to us: Darlands Conservation Trust P.O. Box 57691, London NW7 0GR

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information.

For further information, visit allaboutcookies.org.

How do we use cookies?

Darlands Conservation Trust may use cookies to assist the operation of our website. We don't use cookies to track your location, send you advertising or harvest information about you.

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What types of cookies do we use?

We use functionality/session cookies to assist with file uploads and email communication via our website.

Privacy policies of other websites

The Darlands Conservation Trust's website may contain links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, their privacy policy will apply.

How to contact us

If you have any questions about our privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: privacy@darlandsconservationtrust.org.uk

Or write to us at: Darlands Conservation Trust, P.O. Box 57691, London NW7 0GR

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that we have not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office

<https://ico.org.uk/global/contact-us/>

Changes to our privacy policy

Our organisation keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 31 May 2019.