

# SLACC-*tt* Privacy Policy

Date created	Last edit	Agreed	Review	Data edit
Dec 2020	Dec 2020		To be reviewed at trustee meeting August 2021	To be done next December 2021

## **Our contact details**

The lead person for data protection matters is: Robin Cope, who may be contacted via the SLACC email address

[slaclimatechange@googlemail.com](mailto:slaclimatechange@googlemail.com)

## **What type of information we have :**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

## **How we get the information and why we have it**

The personal information we process is provided to us directly by supporters when they sign up for our newsletter or join. Our lawful basis for holding this information is consent. Anyone providing information consents to do so and is informed that they can withdraw that consent at any time. Details of how to do this are on our web site

## **What we do with the information we have**

We use the information given to us to:

send newsletters and other information (such as about events)

organise volunteer rotas

We do not share this information.

## **How we store your information**

Information is securely stored via Mailchimp (newsletter subscription) and Box and Go Cardless (membership). Policies (which contain contact details e.g. of trustees) are stored on Box, but also held on volunteers personal computing devices. Volunteer details are held on the Better Impact app. We keep contact details until we are asked to unsubscribe.

We dispose of your information by deleting, as we clean up our contact lists, every two years.

## **Data protection rights**

Under data protection law, people providing information have rights including:

**Your right of access** - the right to ask us for copies of an individual's personal information.

**Your right to rectification** - the right to ask us for information to be corrected or completed.

**Your right to erasure** - the right to ask us for erasure of information in certain circumstances

**Your right to restriction of processing** - the right to ask for restriction of processing of information in certain circumstances.

**Your right to object to processing** - the right to object to the processing of personal data in certain circumstances.

**Your right to data portability** - the right to ask that we transfer the information given to us to another organisation in certain circumstances.

If there is such a request, we will respond within one month.

## **Complaints**

If we are unable to resolve any complaint through our complaints policy we will advise the complainant to contact the Information Commissioner's Office. 0303 123 1113