

SLACC-tt Privacy Policy

Date created	Last edit	Agreed	Next Review
December 2020	January 2022	February 2022 Amended August 2022 re change of DP lead (Quentin Merritt)	February 2023

About this policy

SLACC-tt are committed to protecting your personal information and being transparent about what we do with it. We will do our best to use your personal information in accordance with data protection law, and not do anything with your information that you wouldn't reasonably expect.

This Privacy Policy sets out how we collect, use and store your personal information (this means any information that identifies or could identify you).

We are a “data controller” for the purposes of the Data Protection Act 2018. This means that we are responsible for, and control the processing of, your personal information. The legislation sets out data protection principles to ensure your information is used fairly, lawfully, and transparently.

Types of information

We hold both personal and non-personal information in a variety of databases and information stores which is essential to our activities.

How we collect information about you

The personal information we process is provided to us directly by supporters when they sign up for our newsletter or join as a member of the Charity. Our lawful basis for holding this information is consent. Anyone providing personal information consents to do so. Individuals are informed that they can withdraw that consent at any time.

How we use the information

We only use the information given to us:

- to provide services that you have requested (e.g. if you have signed up to our newsletter, membership requests)

- to inform you of events and services that may be of interest to you
- to contact you about our work and how you can support our activity
- to process your donations, to claim Gift Aid on your donations and verify any financial transactions
- to update you with important administrative messages about your donation, an event, training session or services you have requested
- to keep a record of your relationship with us
- where you volunteer with us, to administer the volunteering arrangement (e.g. volunteer rotas)
- where you are contracted or employed with us, to administer any contractual needs

We may also occasionally use publicly available information about individuals, such as media reports or information available from internet searching, to inform our communications.

The personal information we collect about you will be used by our trustees and authorised volunteers so that they can support you. Where we are the Data Controller, we will never sell or share your personal information with organisations so that they can contact you for any marketing activities. Nor do we sell any information about your web browsing activity.

How your information is managed

We manage, maintain, and protect all information according to legislation, our policies and best practices. We have security measures in place to maintain and safeguard the confidentiality, integrity and availability of our systems and data. All information is stored, processed, and communicated in a secure manner making it available to authorised users.

We currently use:

Mailchimp (newsletter subscription); Box (cloud storage); GoCardless (membership); Better Impact (volunteer admin); Gmail (SLACC email account); Microsoft Word & Excel; Zoom (Online meeting and webinar hosting); Eventbrite (events booking)

We keep information until we are asked to unsubscribe. We dispose of your information by deleting it. This happens routinely as we clean up our contact lists every two years.

Your data protection rights

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information.

Your right of access

You have the right to ask us for copies of your personal information. This right always applies. There are some exemptions, which means you may not always receive all the information we process. [You can read more about this right here.](#)

Your right to rectification

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. This right always applies. [You can read more about this right here.](#)

Your right to erasure

You have the right to ask us to erase your personal information in certain circumstances. [You can read more about this right here.](#)

Your right to restriction of processing

You have the right to ask us to restrict the processing of your information in certain circumstances. [You can read more about this right here.](#)

Your right to object to processing

You have the right to object to processing if we are able to process your information because the process forms part of our public tasks, or is in our legitimate interests. [You can read more about this right here.](#)

Your right to data portability

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated. [You can read more about this right here.](#)

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

How to contact us:

The lead person for data protection matters is: Quentin Merritt, who may be contacted via the SLACC email address slaclimatechange@googlemail.com

Complaints

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