

Glengarry Community Woodlands Privacy Notice

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Authorised by	Tom Cooper

Our contact details

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The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, address and contact details)
- Medical Information (for example allergies and additional needs)
- Related personal information (for example next of kin, emergency contacts)
- Sales records including customer addresses

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by the public for one of the following reasons:

- Informing our membership and the wider public of events, progress on our work, and clubs or events that take place at GCW
- Keeping a legally required membership record
- Safeguarding participants of our activities in the event of injury or medical emergency.
- Disseminating information relevant to our other activities.

We use the information that you have given us in order to keep an accurate membership record, share information with you and respond appropriately in the case of an emergency.

We may share this information with relevant government bodies and funders in an anonymized fashion.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting admin@glengarry.org.uk

(b) We have a legal obligation.

How we store your personal information

Your information is securely stored.

We keep all information for as long as we are legally required to, and unless otherwise stated for the maximum period of one year. We will regularly review the lawful base to hold your information and will dispose of your information by deleting it from our servers and databases.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at admin@glengarry.org.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at admin@glengarry.org.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>