

WORCESTERSHIRE WILDLIFE TRUST

Data Protection Policy

The General Data Protection Regulation (GDPR) is a Europe-wide law that replaces the Data Protection Act 1998 in the UK from 25 May 2018. It is part of the wider package of reform to the data protection landscape that includes the Data Protection Bill. The GDPR sets out requirements for how organisations need to handle personal data.

Worcestershire Wildlife Trust takes the privacy and security of its member, volunteer and contact data seriously. This document sets out the ways in which we handle information about you and your rights in respect of that information.

What information do we hold and how do we obtain it?

We receive information about you from one or more of the following sources:

- Directly from you e.g. when you become a member, offer to volunteer for us or complete a survey form. This information might include name, address, telephone number, skills, occupation, bank details, etc.
- When you book onto an activity through us, for example an event, or course, or other activity.
- Where relevant, through project activity (only if you are participating in a specific project).

For what purposes do we use the information?

- To administer and maintain your membership services. Your membership services include:
 - To receive a regular members' magazine by post
 - To receive an e-newsletter (if email address provided)
 - Receive occasional appeal mailing by post
 - To receive invitations to events and other activities of the Trust
- To administer and maintain your volunteering involvement.
- To keep you informed (by post, telephone or e-mail depending on your communication preferences) about ways in which you may like to support Worcestershire Wildlife Trust (e.g. local events, surveys, appeals, nature reserve tasks and visits).
- To collect your chosen subscription or donations from the bank or building society which you have nominated.
- For other purposes specifically agreed with you (e.g. mailing a specialist publication or e-newsletter, correspondence about an event or activity you have booked for, recording committee membership, recording wildlife habitat information).

Caring for your data

We undertake that we will:

- Respect your wishes for how you wish to be contacted by us.
- Have in place appropriate security measures in respect of the data we hold.
- Not hold information about you which is excessive in relation to the purpose or purposes for which it is processed.
- Take steps to ensure that information about you is accurate and up-to-date. To help us to do this, please keep us informed if any of your details change.
- Not keep data any longer than is necessary.
- Manage your information in accordance with your rights under the General Data Protection Regulations.

Your rights

You have rights under the General Data Protection Regulations in relation to the information that we hold about you.

- You may request, by writing to the contact below, details of the information we hold about you and the purpose(s) for which it is held. We will provide the information as held at the time of the request. Provision of such information may be subject to a charge as permitted by the regulations (currently up to £10). Your request will be met within 40 days of its receipt, or within 40 days of receipt of the fee or any subsequent information needed to establish your relationship with the Trust or verify your identity.
- You are entitled, by notifying us in writing, to require us to cease (or not to begin) processing personal data.

- You are entitled, by notifying us in writing, to require us to stop using personal information for the purpose of sending marketing or advertising materials directly to you.
- You are entitled to request the deletion or removal of personal data where there is no compelling reason for its continued processing (the right to erasure, also known as the right to be forgotten).
- Should you wish to do so, you can request to us or through the Fundraising Preference Service that we end direct marketing communications to you.

Contact details for enquiries:

Mike Perry, Head of Resources, Worcestershire Wildlife Trust, Lower Smite Farm, Smite Hill, Hindlip, Worcester WR3 8SZ. Tel 01905 754919 mike@worcestershirowildlifetrust.org. Mike is our nominated Data Protection Officer.

For further information on data protection and your rights:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF tel. 0303 123 1113

Web: <https://ico.org.uk/>

Fundraising Preference Service

<https://www.fundraisingregulator.org.uk/the-fundraising-preference-service/>

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