

# PROTECTION PRESERVATION CONSERVATION

OF OUR GREEN AND NATURAL SPACES



## JOIN US!

We are so glad you are interested in joining our core team of volunteers.

Please use this form to tell us more about you.

### Which locations within Portishead can you help us monitor?

(This might be a single road, route, or an entire ward)

.....  
.....  
.....  
.....

### Do you have specific areas of interest or particular skills?

(e.g. insects, trees, box building etc...)

.....  
.....  
.....

### What are your contact details?\*

Email: .....

Phone: .....

\*Our GDPR and Privacy policies can be found at [www.wildportishead.com](http://www.wildportishead.com)

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Wild Portishead Ltd is a not-for-profit company registered in England and Wales.  
Registered Office: 17 Woodhill Avenue, Portishead, Bristol, England, BS20 7EX  
Registered Company Number: 13392931

## **WILD PORTISHEAD LTD POLICY, PROCEDURE & NOTICES**

### Data Protection Policy: Wild Portishead Ltd

#### 1. Definitions

1.1.1. Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper and includes images and audio recordings as well as written information. You can get more information about what "personal data" means at [this link](#).

1.1.2. Data protection is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data. Handling data in these different ways is called "processing" data. There is more information about what this means at [this link](#).

#### 2. Responsibility

2.1.1. Overall and final responsibility for data protection lies with the committee of Wild Portishead Ltd, who are responsible for overseeing activities and ensuring this policy is upheld.

2.1.2. All volunteers are responsible for observing this policy, and related procedures, in all areas of their work for the group.

#### 3. Overall policy statement

3.1.1. Wild Portishead Ltd needs to keep personal data about its committee, volunteers and participants in activities in order to carry out group activities.

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- 3.1.2. We will collect, store, use, amend, share, destroy or delete personal data only in ways that protect people's privacy and comply with the General Data Protection Regulation (GDPR) and other relevant legislation.
- 3.1.3. We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.
- 3.1.4. We will only collect, store and use data for:
  - 3.1.4.1.1. purposes for which the individual has given explicit consent, or
  - 3.1.4.1.2. purposes that are in our group's legitimate interests, or
  - 3.1.4.1.3. contracts with the individual whose data it is, or
  - 3.1.4.1.4. to comply with legal obligations, or
  - 3.1.4.1.5. to protect someone's life, or
  - 3.1.4.1.6. to perform public tasks.
- 3.1.5. We will provide individuals with details of the data we have about them when requested by the relevant individual.
- 3.1.6. We will delete data if requested by the relevant individual within one month of receiving that request, unless we need to keep it for legal reasons.
- 3.1.7. We will endeavour to keep personal data up-to-date and accurate.
- 3.1.8. We will store personal data securely.
- 3.1.9. We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.

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3.1.10. We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.

3.1.11. We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.

3.1.12. To uphold this policy, we will maintain a set of data protection procedures for our committee and volunteers to follow.

#### 4. Review

4.1.1. This policy will be reviewed every two years

Date: 27/08/2021

Signature (Directors):

A handwritten signature in black ink, appearing to be 'dl', is written over a horizontal line.

Date of next review: September 2023

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## Data protection procedures: Wild Portishead Ltd

### 1. Introduction

1.1. Wild Portishead Ltd has a data protection policy which is reviewed regularly. In order to help us uphold the policy, we have created the following procedures which outline ways in which we collect, store, use, amend, share, destroy and delete personal data.

1.2. These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases we will ensure our Data Protection Policy is upheld.

### 2. General procedures

2.1. Data will be stored securely. When it is stored electronically, it will be kept in password protected files. When it is stored online on a third-party server (e.g. Google Drive and Dropbox) we will ensure the third party complies with the GDPR. When it is stored on paper it will be filed carefully in a locked filing cabinet.

2.2. When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers and third-party servers, and that paper data is shredded.

2.3. We will keep records of consent given for us to collect, use and store data. These records will be stored securely.

### 3. Mailing list

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- 3.1.1. We will maintain a mailing list. This will include the names and contact details of people who wish to receive activity, campaigning and volunteering information from Wild Portishead Ltd.
- 3.1.2. When people sign up to the list we will explain how their details will be used, how they will be stored, and that they may ask to be removed from the list at any time. We will ask them to give separate consent to receive activity, campaigning and volunteering messages, and will only send them messages which they have expressly consented to receive.
- 3.1.3. We will not use the mailing list in any way that the individuals on it have not explicitly consented to.
- 3.1.4. We will provide information about how to be removed from the list with every mailing.
- 3.1.5. We will use mailing list providers who store data within the EU.

## 4. Contacting volunteers

- 4.1.1. Local people volunteer for Wild Portishead Ltd in a number of ways.
- 4.1.2. We will maintain a list of contact details of our recent volunteers. We will share volunteering opportunities with the people on this list.
- 4.1.3. We will review the list every 6 months, and remove anyone who has not volunteered for the group in the previous 12 months. This means that we will hold data about volunteers for a maximum of 18 months after their last contact with us.
- 4.1.4. When contacting people on this list, we will provide a privacy notice which explains why we have their information, what we are using it

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for, how long we will keep it, and that they can ask to have it deleted or amended at any time by contacting us.

4.1.5. To allow volunteers to work together it is sometimes necessary to share volunteer contact details with other volunteers. We will only do this with explicit consent.

5. Contacting committee members

5.1.1. The committee members need to be in contact with one another in order to run the organisation effectively and ensure its legal obligations are met.

5.1.2. Committee contact details will be shared among the committee.

5.1.3. Committee members will not share each other's contact details with anyone outside of the committee, or use them for anything other than Wild Portishead Ltd business, without explicit consent.

6. Review

6.1.1. These procedures will be reviewed every two years.

Date: 27/08/2021

Signature (Directors):

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Date of next review: September 2023

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Mailing list – privacy notice & consent to processing

Wild Portishead Ltd needs your name and email address in order to be able to send you information about our activities for the community in and around Portishead and campaigns for a better local environment.

Your details will be stored securely online in our Google Drive and Dropbox folders.

You can ask us to amend or delete your details at any time by contacting us at [wildportishead@gmail.com](mailto:wildportishead@gmail.com)

You can see our privacy policy and procedures [here](#).

Please tick the boxes below to give consent for us to use your details.

- I consent to Wild Portishead Ltd keeping my contact details.
- I consent to Wild Portishead Ltd sending me details of its community activities.
- I consent to Wild Portishead Ltd sending me information about its campaigns.

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Volunteers –privacy notice & consent to processing

Wild Portishead Ltd needs to keep some information about you while you are a volunteer. We will record your name and contact details, as well as information you have given us about the ways that you can help as a volunteer.

This is so that we can stay in touch with you about volunteering, organise volunteering, and keep you up-to-date about what we are doing.

We review our list of volunteers every 6 months, and remove anyone we have not had contact from in the last 12 months. This means we will keep your information for a maximum of 18 months from the last time we heard from you. Your information will be removed within one month if you let us know that you no longer wish to volunteer for Wild Portishead Ltd.

Your details will be stored securely online in our Google Drive and Dropbox folders.

You can ask us to amend or delete your details at any time by contacting us at [wildportishead@gmail.com](mailto:wildportishead@gmail.com)

You can see our privacy policy and procedures [here](#).

Please tick the boxes below to give consent for us to use your details.

- I consent to Wild Portishead Ltd keeping contact and volunteering-related information about me.
- I consent to Wild Portishead Ltd contacting me about volunteering.

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General public – non-consent processing privacy notice

Wild Portishead Ltd has your contact details because you have previously been involved in one of our community activities.

We only use these details to send you information about new community activities that you might like to be involved with. We do this because it is in the legitimate interest of our group to publicise our activities to people.

We review our list of recent participants every 6 months, and remove anyone we have not had contact from in the last 12 months. This means we will keep your contact details for a maximum of 18 months from the last time we heard from you. Your information will be removed within one month if you contact us asking to remove it.

Your details will be stored securely online in our Google Drive and Dropbox folders.

You can ask us to amend or delete your details at any time by contacting us [wildportishead@gmail.com](mailto:wildportishead@gmail.com)

You can see our privacy policy and procedures [here](#).

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## **WILD PORTISHEAD LTD GDPR PRIVACY NOTICE**

### **The purposes of the data processing**

- 1 Maintaining a list of volunteers for reasons including the need to assess capacity for projects and other activities.
- 2 Communicating with volunteers.
- 3 Providing statistics to stakeholders of Wild Portishead Ltd projects.
- 4 Performing day-to-day activities of the group.

### **The lawful basis for the processing.**

- 1 Consent
- 2 Legitimate interest\*

### **The legitimate interests for the processing (if applicable).**

- 1 \* conduct of day-to-day activities of the group.

### **Categories of personal data obtained from others than the individual it relates to.**

- 1 No special category data likely to be obtained from third parties. In some circumstances limited information about beliefs may be provided by third parties as part of ordinary communication in relation to the normal activities of the group.

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**The recipients or categories of recipients of the personal data.**

- 1 Wild Portishead Ltd Directors.
- 2 Wild Portishead Ltd Secretary.
- 3 Wild Portishead Ltd Lead Community Ranger.
- 4 Active Wild Portishead Ltd Volunteers.

**The details of transfers of the personal data to any third countries or international organisations (if applicable).**

- 1 Information will be held on Google Drive, and accordingly will be retained on servers owned and controlled by Alphabet Inc, a company registered in the United States, in accordance with their privacy policies and terms of use.
- 2 Information will be held on Dropbox, and accordingly will be retained on servers owned and controlled by Dropbox Inc, a company registered in the United States, in accordance with their privacy policies and terms of use.

**The retention periods for the personal data.**

- 1 For period of need only.
- 2 Need to be reassessed on an annual basis in addition to 3, below.
- 3 Need to be considered on a rolling basis, typically at the completion of a project.

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**The rights available to individuals in respect of the processing.**

- 1 The right to be informed
- 2 The right of access
- 3 The right to rectification
- 4 The right to erasure
- 5 The right to restrict processing
- 6 The right to data portability
- 7 The right to object

**The source of the personal data (if the personal data is not obtained from the individual it relates to).**

- 1 Personal data may be obtained from third parties in course of ordinary day-to-day activities. For example, from collaborators putting us in contact with potential volunteers.

**The details of whether individuals are under a statutory or contractual obligation to provide the personal data (if applicable, and if the personal data is collected from the individual it relates to).**

- 1 There is no contractual or statutory obligation to provide personal data.

**The details of the existence of automated decision-making, including profiling (if applicable).**

- 1 There is no automated decision-making or profiling.

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## **When to provide data and information**

**We provide individuals with privacy information at the time we collect their personal data from them.**

- 1 Privacy information will be held on our Google Account and Dropbox accounts.

**If we obtain personal data from a source other than the individual it relates to, we provide them with privacy information:**

- 1 within a reasonable of period of obtaining the personal data and no later than one month from that date
- 2 if we plan to communicate with the individual, at the latest, when the first communication takes place; or
- 3 if we wish to disclose the data to someone else on a basis other than consent, at the latest at the time we do so.

## **How to provide it**

**We provide the information in a way that is:**

- 1 Concise; transparent; intelligible; easily accessible; and uses clear and plain language.

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## **Changes to the information**

**We regularly review and, where necessary, update our privacy information.**

- 1 On an annual basis
- 2 Where appropriate, for example when planning a new project which involves significant use of personal data, in particular, where data may be used in a novel manner.

**If we plan to use personal data for a new purpose, we update our privacy information and communicate the changes to individuals before starting any new processing.**

## **Best practice – drafting the information**

**We undertake an information audit to find out what personal data we hold and what we do with it.**

- 1 Annually.

**We put ourselves in the position of the people we are collecting information about.**

## **Best practice – delivering the privacy information**

**When providing our privacy information to individuals, we use appropriate techniques:**

- 1 In particular, a layered approach consisting of a short notice containing key information including the identity of our organisation and the way we use personal data containing and, where relevant, links to a page/page anchor expanding on the information in the notice.

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