

## Privacy policy

### Policy A/3 r1a

This policy sets out the measures the Charity applies to respect the privacy of individuals from whom it receives personal information. The policy will be accessible from a prominent link on the Histon & Impington Green Spaces website.

**Issued:** 06 December 2023

**Next review date:** 15 December 2024

### Implementation

All Trustees and those charged by the Board to receive, store or otherwise handle personal data shall be fully aware of the contents of this Policy and comply with these in their entirety.

The Board shall ensure that everyone who comes into contact with personal data, in whatever manner are aware of this Policy and that compliance is obligatory.

## 1 Definitions

Board:	The Board is the Board of Trustees of the Charity.
Member	A person who is interested in furthering the purposes of the Charity and has indicated their agreement to become a member in accordance with the Constitution of the Charity
The Charity:	Histon & Impington Green Spaces, registered CIO no: 1195616.
the Friends	Friends of Histon & Impington Green Spaces (FHIGS), an unincorporated group which coordinates, leads and undertakes activities in support of the Charity.
Trustee	A trustee of the Charity.

In this policy, whenever you see the words 'we', 'us', 'our', 'the Charity' it refers to the Histon & Impington Green Spaces (HIGS) charity.

## 2 Intent and scope

The privacy and security of your personal data are important to us.

This privacy policy explains what personal data we collect and all the things we do with your personal data, so that you can be confident about giving us your information.

If you have any questions in relation to this privacy policy, then you can contact us by any of the methods described in the "How to Contact Us" section of this policy.

This policy applies whether you are:

- On our contact list
- An attendee at our events
- A member
- A committee member
- A volunteer (including Trustees)
- A donor
- Visiting our website
- Emailing, calling or writing to us.

### **3 What personal data do we collect?**

In our relationship with you we will collect some of your personal data. We'll collect only the personal data that we need and only with your consent. We collect personal data in connection with specific activities such as:

- Notice of meetings
- Keeping in touch with you and telling you about our activities
- Providing you with information about conservation, biodiversity and news updates such as sightings of animals or plants
- Educational activity opportunities
- Volunteering opportunities
- Your membership of the Charity
- Fund-raising
- Photographs for publicity.

#### **If you ask us to keep in touch with you**

The personal data you may give us to allow us to keep in touch with you can include:

- Your full name
- Title
- Email address
- Postal address
- Landline telephone number
- Mobile telephone number
- A record of your consent to receive communications from us and the methods you allow us to use.

### **If you attend our events**

- Dates and times of your attendance at our events
- Your feedback giving your attitudes to and opinions and experiences of our events – but this can be anonymous.

### **If you pay a subscription**

If you pay a membership subscription we will record some additional information:

- Joining date
- The type of membership
- Dates of subscription payment
- Amount of subscription payment
- Details of your subscription payment method.

### **If you are a donor**

If you donate to us, then we'll keep records of when and how much you give and if the donation was for a specific purpose.

### **If you are a volunteer**

If you are a volunteer engaging in fieldwork or in any work involving interaction with the public then we may collect some extra personal information from you (for example: relevant fieldwork experience, details of emergency contacts, confirmation of tetanus vaccinations, other relevant medical conditions). Some of this information will be required and retained for legal or contractual reasons, to protect us (including in the event of an insurance or legal claim) and for safeguarding of vulnerable persons.

We will need to record that you have read and understood guidance and health and safety information provided to you about fieldwork, and that you accept any risks associated with the activity.

### **If you provide bank details**

We will not divulge bank account details to other parties unless required to by legislation or as necessary during payment processes.

## **4 How we use your personal data**

We'll never sell your personal data.

We'll always take reasonable measures to keep your personal data secure.

We will share your personal data with another organisation only in circumstances where we have a legitimate interest in doing so and the disclosure is unavoidable, for example in the event of an insurance claim, or when we have a statutory obligation under English law.

We will share your personal data with the Friends, limited to such information as is necessary for the Friends to undertake activities on behalf of HIGS, subject to the Friends committing to holding and using your data fully in compliance with the Policy, without exception.

We'll only use your personal data on relevant lawful grounds as permitted by:

- The Data Protection Act 1998
- The General Data Protection Regulation (from 25 May 2018)
- The Privacy and Electronic Communications Regulations 2003.

Personal data provided to us will be used for the purpose or purposes outlined in a transparent manner at the time of collection where appropriate, in accordance with any preferences you express.

If asked by the police, or a regulatory or government authority investigating suspected illegal activities, we may need to provide your personal data to comply with the law.

Below are the main uses of your data, which depend on the nature of our relationship with you and how you interact with us.

## **5 If you ask us to keep in touch with you**

Direct marketing covers the promotion of aims and ideals as well as the sale of products and services. This means that the regulations governing direct marketing cover not only commercial organisations but also not-for-profit organisations such as HIGS. This includes our communication with you about any talks and other events, or about fund raising.

We would like to use your details to keep in touch about nature conservation and related news that you might be interested in, and about fund raising, but we don't want to out-stay our welcome.

We will send marketing information to you only if you agree to receive it.

If you agree to receive marketing information from us, then you can change your mind later.

If you choose to accept marketing communications from us, we will send you only information on things you've told us that you are interested in.

You can choose how you would like us to get in touch with you by completing a copy of our current contact form.

Our contact form will be available for you to complete as a paper version or electronically on our website.

Our contact form gives different categories of things we may contact you about and methods of communication (for example, email, post, text and phone) and allows you to choose.

We will act upon your choice of what you want to be contacted about and how you want to receive communications.

We will act on the most recent version you give us.

However, if you tell us you don't want to receive direct marketing, then you may not hear about relevant events, activities or opportunities that may be of interest to you.

In addition to marketing communications there are some communications that we need to send. These are essential to fulfil our obligations to you as a member or volunteer and these are described in the following sections.

### **If you are a member**

We use the personal data you provide as a member to service your membership. This includes sending renewal information, and information about our Annual General Meeting.

### **If you are a committee member**

If you are a member of a committee, your name and contact details may be made available to other committee and Charity members, in emails and in the password protected area of our website. Your presence at meetings will be recorded in minutes of meetings, which will be circulated to committee members and may be publicly available on our website.

The name and some contact details of certain officers of any committees of the Charity may appear on documents, such as membership application forms, which will be available on our website or accessible to the public at our events.

### **If you are a donor**

If you donate to us, your donation will be recorded in our accounts. These accounts will be publicly available and subject to scrutiny by relevant authorities.

### **If you are a volunteer**

We need to use your personal data to manage your volunteering for fieldwork events or other activities, from the moment you offer to volunteer to the time you decide to stop volunteering with us.

This could include: contacting you about fieldwork events or other activities we think you might be interested in or that you've volunteered for. We might need to contact you about a fieldwork or other event at short notice to tell you, for example, about a change of location, or cancellation of fieldwork or other event due to weather conditions. We will record your name and the time of your attendance at fieldwork or other events. We will use your contact details to communicate to you the results of your volunteering, and to recognise your contribution. We also need your personal data if you are engaged in backroom functions of the organisation.

## **6 Access to your personal data and communication preferences**

We want you to remain in control of your personal data and how we contact you. If, at any time, you want to request a copy, update, or amend your personal data or communication preferences please contact us as described in the "How to Contact Us" section.

Verification, updating or amendment of personal data and communication preferences will take place within 30 days of receipt of your request.

If you want us to delete any personal data we hold about you, we will respond to your request. However, there may be certain data such as your participation in fieldwork which have a legitimate interest to retain, as they may in the future result in a claim against us.

## **7 Keeping your information**

We will use and store your information only for as long as it is required for the purposes it was collected for. How long it will be stored for depends on the information in question, what it is being used for and, sometimes, statutory legal requirements.

## **8 How we secure your data**

We operate a robust and thorough process for assessing, managing and protecting the systems we use to store and process your personal data.

Some organisations which provide data processing services to us may transfer data outside the UK, but we'll only allow this if your data is adequately protected. Some of our processing (for example email servers) will be provided by US based companies (e.g. Google, Microsoft) and whilst it is our policy that we prefer data hosting and processing to remain on UK-based solutions, it may be that using their services results in data transfer outside the UK.

## **9 Links to other websites**

Our website may contain links to the websites of other organisations. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we don't accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites. This privacy policy applies solely to the personal data collected by HIGS.

## **10 Changes to this privacy policy**

We'll amend this privacy policy from time to time to ensure it remains up to date and reflects any changes to the personal data we collect, how and why we collect and use it, and new legal requirements. Please visit our website to keep up to date with any changes. The current version will always be posted on our website.

## **11 Summary of Your Rights**

The law gives you certain rights over the personal data we hold about you and the way we process it.

### **Your Right to be Informed**

You have the right to be informed about our collection and use of your personal data.

### **Your Right of Access**

You have the right to access the personal data and supplementary information that we hold about you. The right of access allows you to be aware of and verify the lawfulness of the processing.

### **Your Right to Rectification**

You have the right to have inaccurate personal data rectified or completed if it is incomplete.

### **Your Right of Erasure**

You have the right for any personal data we hold to be erased.

### **Your Right to Restrict Processing**

You have the right to request the restriction or suppression of your personal data.

### **Your Right to Data Portability**

The right to data portability allows individuals to obtain their personal from us and reuse it for their own purposes with other organisations.

### **Your Right to Object**

You have the right to object to any processing we carry out on your personal data.

## 12 What to do if you're not happy

In the first instance, please talk to us directly as described in the “how to contact us” section of this policy so we can resolve any problem or query. You can contact the Information Commissioners Office (ICO) if you have any issues concerning data protection. You can contact the ICO using the help line 0303 123 113 or at [www.ico.org.uk](http://www.ico.org.uk) .

## 13 How to contact us

You can contact us in one of the ways described below.

Write a letter to:

The Secretary,  
 Histon & Impington Green Spaces,  
 The Parish Office,  
 Histon & Impington Recreation Ground,  
 New Road,  
 Impington,  
 Cambridge,  
 CB24 9LU

Email us at:

[hello@higreenspaces.org](mailto:hello@higreenspaces.org) marked for the Secretary's attention.

These and any other contact details will be posted on the Histon & Impington Green Spaces website.

### **Revision record**

Version	Date version approved by Board	Date last reviewed (if unchanged)	Summary of changes
Rev 0	24 Aug 21	First issue	De facto first issue: as previously posted by Transitional Management Committee
Rev 1	28 Sep 22	First issue	Change of contact details, addition of implementation box. Removal of general HIGS text in original preamble. Minor other changes.
Rev1a	06 December 2023	First issue	Logo changed. References to abbeyfields.online website changed to higreenspaces.org