Carsphairn Community Woodland Ltd.

CCWL Privacy Policy

Carsphairn Community Woodland Ltd (CCW) collect personal data you provide to us as part of your membership or as part of our contact with you. This includes your name, address and email. We do not collect sensitive information.

We need this information in order to manage your membership and support of CCW; to inform you of our activities; and in order for us to contact you regarding CCW business.

Processing of all personal data is carried out either by Directors of CCW, or by authorised parties working on our behalf. We will not share your information with third parties unless we must do so operationally for CCW, or are required to do so by law. We will never share your data for the purposes of direct marketing. CCW are committed to ensuring your information is secure and follow all reasonable procedures to safeguard your data.

We will retain your data as long as you are a current member/supporter of CCW or until you notify us that you no longer wish to receive communications from us. If your membership lapses or is cancelled, we will remove all your data within six months of this.

If at any point you believe the information we process on you is incorrect, you may request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Controller who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO). Our Data Controller is our Secretary and you can contact them at carsphairncw@gmail.com.

You can withdraw your consent at any time via email to the above address.

CCW are not registered with ICO as we are a non-profit organisation and qualify for an exemption on the basis that we:

- Only process information necessary to establish or maintain membership or support;
- Only process information necessary to provide or administer activities for people who are members of the organisation or have regular contact with it;
- Only share the information with people and organisations necessary to carry out the organisation's activities (and those individuals give us permission to share their information on this basis)
- only keep the information while the individual is a member or supporter or as long as necessary for member/supporter administration.

If CCW alters our Privacy Policy we will advise everyone who gave consent under the previous notice and ask them to re-affirm their consent. The new terms will only apply if consent is received. If new consent is not received from a member/supporter within a reasonable time, CCW will remove all the data we hold for that person.