



SAVE OUR SHROPSHIRE CIO POLICY DOCUMENT

POLICY:
PRIVACY NOTICE



1. Purpose of Document

- 1.1. Save Our Shropshire CIO (SOS CIO) is a registered charity (number 1195247) that supports education and facilitation of projects that will enable the people of Shropshire to reach Net-Zero Carbon emissions by 2030 and reduce to negative beyond 2030.
- 1.2. Under UK regulations the charity is required to comply with the General Data Protection Regulations (GDPR)
- 1.3. This privacy notice provides a public statement of how Save Our Shropshire CIO processes and manages personal data held in electronic and paper form. In particular the document covers:
 - Identification of our Data Controller
 - Provision of the lawful basis for processing personal data
 - The scope of personal data which we hold and process
 - The scope of special category data, which we hold and process
 - The description and justification of our data retention policy
 - How we intend to respond to Special Access Requests
 - The provision of a copy of our privacy notice
- 1.4. It enables members, volunteers and contractors with SOS CIO what to do in the event they have a query or complaint with respect to the data which we hold on them.
- 1.5. The provisions of this policy come into effect on 5th August 2021.

2. Who is the data controller?

Name: Richard Watkins
Address: 23 Mossbank Way, Shrewsbury, SHROPSHIRE, **SY3 8XW**
Phone : 01743 588981
Email: richard@saveourshropshire.org



3. What type of personal information do we collect?

We collect information on persons' Names, addresses, phone numbers, email addresses. We may also collect data on persons' National Insurance numbers, PAYE Tax Codes, and amounts earned, where we employ them. We may also collect information on the dates that people joined SOS CIO as a member or left. We will also keep information on whether people are Trustees or just members of SOS CIO.

4. How do we get the personal information and why do we have it?

- 4.1. We will collect and process information largely because you provide it. This will enable us to inform you of any developments and information relating to SOS CIO which will be of interest to you as one of our members.
- 4.2. We may also receive details of personal information, where needed, for legal authorities such as HM Revenue and Customs, where we might employ people within SOS CIO.
- 4.3. We will also collect information on volunteers in order to support the maintenance of volunteer agreements.
- 4.4. We will also collect and process information on persons' or organisations where we create either customer or supplier contracts with respect to projects which we might undertake.

5. The legal basis on which process this information

Under the General Data Protection Regulation which applies to the United Kingdom, the lawful basis on which we rely for processing this information is:

- 5.1. **Your consent.** When you join SOS CIO as a member and or as a volunteer then we will ask you for your personal details. You are able to remove your consent for this at any time. You can do this by contacting the Data controller.



- 5.2. We have a contractual obligation.** Where we create a contract for either the delivery or supply of goods and services, then we will collect and store / retain the required information on the people who are involved in the contract so that we can follow up with them, and identify them in the contractual documentation.
- 5.3. We have a legal obligation.** Where we employ people, then we may be required to provide information to governmental authorities. We will provide National Insurance numbers, UTR Tax numbers, amounts paid, and amounts of tax and national insurance deducted. Where the government places a legal requirement on SOS CIO to maintain data, then the person will not have a right to request deletion of the data.
- 5.4. We perform a public task.** Where we carry out education course, we may collect information on personal data for those people who have completed courses, for the purpose of keeping a record of the numbers of people we have educated. We may also pass the data to a third-party – Carbon Literacy Project so that they can record those people who have been certified as literate.
- 5.5. We have a legitimate interest.** We will collect and process personal data for marketing purposes, in order to keep people informed of SOS CIO's activities. Any contact will contain an option for recipients to opt-out, at which their details will immediately be removed from our records, unless there is a legal requirement to maintain the record. We will also hold data on racial origin, political opinions, religious beliefs, health and sexual orientation to ensure that we treat people correctly as required in respect of this "special category data".

6. How we store your personal information

- 6.1.** We store the information on a database held in the cloud (Hubspot) which can be accessed via a user-name and password from any location. The information will be maintained by the data controller at the data controller's premises.
- 6.2.** We also collect information on financial data in a spreadsheet format used to collect financial information held at the treasurer's address.



6.3. We keep the personal data on members as required for ten years from the date they ceased to be a member. Any changes to volunteers, members or trustees' information will be recorded within 28 days of being advised of the change. Information on those customers and suppliers with whom we have contractual relationships is held for six years after they have ceased to be a customer or a supplier, in order to comply with the need to be able to have accounts inspected by HMRC.

7. Your data protection rights

Under data protection law, you have rights including:

- 7.1. Your right of access** - You have the right to ask us for copies of your personal information.
- 7.2. 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.
- 7.3. Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- 7.4. Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- 7.5. Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- 7.6. 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.
- 7.7.** 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.
- 7.8.** Please contact us at richard@saveourshropshire.org , phone number 07831 611381, or address 23 Mossbank way Shrewsbury, SHROPSHIRE, SY3 8XW, if you wish to make a request with respect data which we hold.



8. Will we share your data with anyone else?

- 8.1.** If you have contacted Save Our Shropshire about an issue, we may pass your personal data on to a third-party in the course of dealing with you such as local authorities, government agencies, public bodies, health trusts, regulators and so on.
- 8.2.** Any third parties that we may share your data with are obliged to keep your details securely, and to use them only for the basis upon which they were originally intended. When they no longer need your data to fulfil this service, they will dispose of the details in line with our procedures.
- 8.3.** We will not share the personal information of members of the Save Our Shropshire Mailing List or those in receipt of our E-newsletters.
- 8.4.** In any case, we will not use your data in a way that goes beyond your reasonable expectations in contacting us.

9. How to complain

- 9.1.** If you have any concerns about our use of your personal information, you can make a complaint to us at the data controller's address shown at clause 7.8
- 9.2.** You can also complain to the Information commissioner's Office (ICO) if you are unhappy with how we have used your data.
- 9.3.** The ICO's address is:

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

Helpline number: 0303 123 1113

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