

Greener Cuckfield Privacy Notice

This Privacy Notice informs you of what you can expect from Greener Cuckfield in relation to how we use your personal information. Personal information is any data that could identify you as an individual.

Information we collect about you

Personal information we collect might include details such as your name, email address and telephone number. It may also include photos and video images.

Sensitive Personal Information

We rarely collect health and medical information, legally categorised as 'Sensitive Personal Information', but if you offer this information (for example, to help us make our events more accessible and inclusive to you), we will treat it with extra care.

How we collect your Information

We collect personal information about you when you subscribe to our mailing list or when you attend one of our events. We also gather personal information when you work with us on projects and campaigns and when you get in touch with us by email.

How we use your Information

As far as possible, we will only use your personal information where we have your consent to do so. You can withdraw your consent at any time by contacting hello@greenercuckfield.org

Sometimes, we need to use your personal information to provide the service you have requested, for example:

- To process a booking or contact you about an event you are attending or wish to attend.
- To provide a service that you have requested (such as newsletters or blog updates).
- To maintain the records necessary for the smooth running of Greener Cuckfield.

Sharing your Information

The personal information we collect about you will only be shared among the committee members of Greener Cuckfield on a need to know basis.

We use third parties for administration support, such as event bookings, managing a mailing list, email correspondence etc. These third parties are all required to comply with Data Protection Laws and ensure that they have appropriate controls in place to secure your information.

We will never sell your personal information.

How we keep your Information safe

We use appropriate measures to protect the personal information we have under our control, both on and off-line, from improper access, use, alteration, destruction, and loss. All digital information stored and used by Greener Cuckfield requires a password to be accessed. Any written information is photographed and the image is saved digitally with password protection. The original document is shredded and all other digital copies are deleted.

How long we hold your Information for

We only keep personal information for as long as is reasonable and necessary for the purpose for which it was obtained.

Your rights

You have rights in respect to the personal information we hold about you – these are set out in more detail below.

- You have the right to request access to a copy of the personal information that we hold about you. You have a right to know why we use this information, who is able to access it and how long we keep it for.
- You have a right to withdraw your consent for us to use your personal information at any time.
- You have a right to ask us to change or complete any inaccurate or incomplete personal information held about you.
- You have a right to ask us to delete the personal information we hold about you.
- You have a right to ask us to provide a third party with the personal information that we hold about you.
- You have a right to ask us to restrict the personal information we use about you.

[To find out more about these rights, please visit the Information Commissioner's website: https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/)

If you wish to exercise any of these rights or make a complaint, you can do so by contacting us at hello@greenercuckfield.org