

The Radley Lakes Trust: Privacy Policy

(agreed by the Trustee Board on 18 October 2021)

The Radley Lakes Trust (RLT)

RLT is a charitable incorporated organisation, registered with the Charity Commission.

Number 1192259

Address. 46/48 Lower Radley, Abingdon, Oxfordshire OX14 3AY

Email. Info@radleylakes.org

Website. <https://radleylakestrust.org/>

RLT's constitution, including our charitable objectives, and also this policy can be found on the website above.

This policy explains how RLT will safeguard personal information we hold. We need to do this to comply with the General Data Protection Regulations (GDPR), but also because it is good practice.

The Trustee Board will keep the policy under review and post any revisions on the RLT website.

GDPR

Under the General Data Protection Regulations (GDPR) people have the following rights where personal information is held about them.

- The right to be informed
- The right of access
- The right to rectification
- The right to data erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

More detail about rights under GDPR can be found at <https://www.gov.uk/data-protection>.



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Why RLT collect and hold personal information

RLT collect and hold personal information to help us carry out our charitable objectives and, more specifically for three main purposes.

- **Newsletters:** to provide updates on our work and progress on the Radley Lakes masterplan for those who have asked to be kept informed;
- **Membership:** to keep records of our members and to keep in touch with them about their membership details, and about news, activities and events relevant to members;
- **Volunteering:** to maintain a list of those who would like to help the work of RLT as volunteers and to get in touch with them about opportunities.

The legal base for us doing this is the consent of the persons concerned.

We will hold information only if the person concerned has agreed to this. In the case of membership information, consent will be obtained at the time the person becomes a member.

Where a person has given consent to personal information being used for a particular purpose we will not use it for another without further consent.

If requested, we will cease to hold information and destroy information already held. But in the case of membership information this will mean that membership will also cease.

Where newsletters are sent they will include a facility for recipients to ‘unsubscribe’.

How we will store and safeguard personal information

Information will be stored on one or more databases or spreadsheets that enable it to be categorised, searched, filtered and retrieved. We will always use software, systems and providers that are known to be secure. In the case of newsletters we currently use Mailchimp, whose privacy policy is at <https://mailchimp.com/legal/privacy/>.

We will never, unless required by law, give information for a purpose unconnected with RLT without prior consent.

Where a person asks we will provide the personal information that RLT hold on him or her. Requests should be made to the Secretary.



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Website Cookies

Cookies are files placed on a person's computer when that person accesses an internet site. They enable the collection of standard internet log information and visitor behaviour information.

The only cookies used by the RLT website are to help RLT track the use of the site - eg the number of hits on particular pages. These cookies do not hold any personal information.

This privacy policy applies only to the RLT website, not to external sites which are linked by the RLT site. External sites will be governed by their own cookie policies.

Responsibilities within RLT

RLT's Secretary will act as Data Control Officer and be responsible for keeping this policy under review, ensuring that it is followed and supervising arrangements for data administration.

RLT's Data Administrator will be responsible for day-to-day data administration of personal data held by RLT, and in particular for its secure storage.

The Data Administrator will provide RLT's Secretary with a complete copy of data held. He or she will provide a segmented copy, containing relevant data, to trustees or other persons acting on RLT's behalf where that is justified by their responsibilities. In particular the trustee responsible for Membership will receive membership details and the trustee responsible for Volunteering will receive details of those wishing to volunteer.

Comments

Any comments or queries on this policy should be addressed to RLT's Secretary at Info@radleylakes.org



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