

DATA PROTECTION PRIVACY STATEMENT

Context and Overview:

Key Details

- This Privacy Statement is made in accordance with the Company Data Protection Policy
- Approved by Board on – 22 March 2018.
- Policy to become operational on: - 25 May 2018
- Next review date: - [September 2019]

Introduction:

Brown Not Green Chesham Ltd (BNG) needs to gather and use certain information about individuals.

These individuals can include supporters, members and donors as well as information relating to professional advisors, volunteers, and other persons the organisation may have a relationship with or they may need to contact.

Privacy Statement - This privacy statement sets out how Brown Not Green Chesham Ltd uses and protects any information that you give BNG or when you use the BNG website.

BNG is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement for the purposes of effective running of Brown Not Green Chesham Ltd and communication with members and supporters.

Brown Not Green Chesham Ltd may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 25 May 2018.

What we collect:

We may collect the following information:

- Name and contact information including email address.
- Demographic information such as postcode, preferences and interests.
- Other information relevant to customer surveys and opinions.

What we do with the information we gather:

We require this information to process our campaign and to better understand your wishes and views and to provide you with regular information, and specifically for the following reasons:

- To update those following the campaign with news including announcements from the Local Planning Authority.
- Organising campaign duties and rotas for those volunteers helping with organising meetings, leaflet distribution and general campaigning and fundraising.
- To periodically send promotional emails about news relating to the Campaign and associated operation that we think you may find interesting or of benefit.
- We may also use your information to contact you for market research purposes and may contact you by email, phone, fax or social media.

Brown Not Green Chesham Ltd is a not for profit private company limited by guarantee

Registered in England - Company Number 10810899

Registered Office c/o Colin Gray & Co. Hardy House, Northbridge Road, Berkhamsted, England, HP4

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- We will never disclose your personal information to third parties nor sell your data to any other organisation without first seeking your personal and informed consent before doing so.

Basis for retaining personal data:

A review of the data held by BNG has revealed that it is largely basic contact details (namely “low Risk”) of individuals who have all voluntarily contacted the organisation with the expectation and wish that BNG will keep them updated of news related to the campaign. As such data is being processed by BNG on the basis of “legitimate interest” and consent from the individual to retain such contact details for the purposes of remaining in touch with supporters & volunteers is not required.

Security:

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable, physical, electronic and managerial procedures to safeguard and secure the information we collect.

How we use cookies:

A cookie is a small file which asks permission to be placed on your computers hard drive. Once you agree, (by clicking on the message in our website) the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular website. Cookies allow web applications to respond to you as an individual. A web application can tailor its operation to your needs by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps our website administrators analyse data about webpage traffic and to improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system. A cookie does not give us access to your computer or any information about you other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies but you can usually modify your browser setting to decline cookies if you prefer.

Links to other websites:

Our website may contain links to other websites of interest. However once you have used these links to leave our site, you should note that we do not have any control over that third party website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information:

We will not sell, distribute or lease your personal information to third parties.

All individuals who are the subject of personal data being held by Brown Not Green Chesham Ltd are entitled to:

- Ask what information BNG holds about them and why.
- Ask how to gain access to it.
- Be informed how to keep it up to date.
- Be informed how BNG is meeting its data protection obligations.

If an individual contacts BNG requesting this information this is called a subject access request.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable if you require a copy of the information we hold on you. Such

requests can be made to the Chairman of BNG at pjp@platoestates.com or via the contact us page of the website.

If you believe that any information we are holding on you is incorrect or incomplete, please write or email BNG as soon as possible and we will promptly correct any information found to be incorrect.

Retention and Deletion of your personal information:

Personal data will only be retained for as long as is necessary under the basis of legitimate interest or contractual necessity.

The following retention & deletion policy will apply:

| Relationship with BNG | Data Retention Period |
|--|--|
| Supporters, Donors & signatories of petition | Delete upon conclusion of BNG campaign or adoption of New Local Plan by the Council |
| Members – (inc Executive & Organising Committee and misc volunteer members) | Delete upon conclusion of BNG campaign / refresh after 24 months (*see note below) |
| Misc Individuals (temporary helpers) | Delete / refresh after 12 months |
| Contractors, Suppliers, Professional, Insurance etc | As required by statute or contractual necessity . |

NOTE* If a member, volunteer or supporter does not respond to any form of contact for **2 years**, their details should be deleted automatically after one final personal check whether they still wish to be involved with BNG. If that yields no response, their information is then permanently deleted.

Abbreviated Privacy Statement (for use on forms, website data capture areas etc)

BNG respects everyone's privacy and will never sell, share or disclose your data to a third party without your express consent. We only retain data that is necessary for the effective operation of the campaign and for the legitimate interest of communication with supporters and volunteers. You may request to be removed from any database we retain or request details of any information BNG holds on you via our full Privacy Policy on our website (click here)