

## Privacy Notice

Our Privacy Notice explains how we use your personal data, describes the categories of personal data we process and for what purposes. We also explain your privacy rights and how we collect, use and share information about you.

**YOUR PERSONAL DATA – WHAT IS IT?** “Personal data” is any information about a living individual, which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information, which helps to identify a living individual.

The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Act 2018 and other legislation relating to personal data and rights such as the Human Rights Act.

### Who we are:

This Privacy Notice is provided by the Sandstone Ridge Trust (SRT) and our purpose is to secure the long-term future of Cheshire’s Sandstone Ridge for the enjoyment and benefit of present and future generations. We are the data controller for your data.

SRT will comply with Data Protection Law which says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

### How we collect personal information:

#### By requesting information:

To provide you with information (such as acknowledging and responding to enquiries, requests for information and dealing with complaints) we will need your name and contact details. We might ask for details to allow us to check your identity, such as a passport, driving licence or utility bill. We might also need health information so that we can provide the right support to vulnerable people or additional information enabling us to comply with our legal obligations with regards to safeguarding of young people.

## **By collecting personal information**

In addition to the personal information you provide us directly, we collect personal information in a number of ways. These might include

- Enquiries made via our website or by contacting our 'info@' email
- An application to attend an activity or register for an event run by the Sandstone Ridge Trust
- To volunteer with us, or
- For a survey response which you complete and return to us

## **How we process and use personal information:**

SRT may process some or all of the following personal information in order to carry out tasks

- Names, titles, and aliases, photographs
- Contact details such as telephone numbers, addresses, and email addresses
- Where they are relevant, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications and dependants
- Where you pay for services such as event bookings, purchasing publications, or we pay you, for example, expense payments, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers

We may use your personal data for some or all the following purposes:

- To contact you by post, email, telephone or using social media
- To confirm your identity to provide some services
- To enable us to meet all legal and statutory obligations;
- To promote the interests of the Sandstone Ridge Trust
- To maintain our own accounts and records
- To seek your views, opinions or comments
- To provide you with information
- To improve our services
- To promote any activities or events
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives
- To process relevant financial transactions including grants and payments for goods and services supplied to or by the SRT
- We may need to use sensitive personal information such as health information if you participate in activities such as guided walks or when you sign up to volunteer with us. By providing the Sandstone Ridge Trust with this information we can make sure that we give you the right support and manage emergency situations appropriately

## **Sharing personal information:**

We may share your personal information with third parties, but only where necessary, to provide you with appropriate information or as required to by law. These may include the following: -

- Other data controllers such as local authorities, or not-for-profit entities
- If we send you our newsletter your data is processed by Mail Chimp who have certified their compliance with the [EU-US Privacy Shield](#)

We will be obliged to share information with regulators and enforcement agencies where we are required to do so in accordance with the law of England and Wales.

### **Retaining personal information:**

We keep personal information securely for as long as we need to, depending upon the type of activity or event you subscribe to or for certain legal obligations. We will not use your personal information for marketing purposes once you no longer have a relationship with the Sandstone Ridge Trust or have exercised any of your rights in relation to your information.

If you become a member or volunteer with the Sandstone Ridge Trust, we will only keep your information for as long as you remain a member or are volunteering with us, unless we have a legal basis that stipulates it should be retained for longer.

### **Your Rights:**

You have the right to object to how we process your personal data or information. You also have the right to access, correct and request we delete and restrict the personal data or information we use.

In addition, you have a right to complain to us and to the UK's data protection regulator, the Information Commissioner.

The Information Commissioner can be contacted at [www.ico.org.uk/global/contact-us/](http://www.ico.org.uk/global/contact-us/)

Alternatively, you can write to the Information Commissioner at the ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Please note when exercising your rights we may need to verify your identity for your security. In such cases, we will need you to respond with proof of your identity before you can exercise these rights.

### **Your consent and withdrawal of consent:**

Sometimes we need your consent to use your personal information (for example sending you newsletters or for other marketing purposes). We won't always need your consent to use personal information; for example, if we need it to meet a legal obligation.

Where you've given us consent, you have a right to withdraw it at any time by contacting the Sandstone Ridge Trust.

## **CONTACT**

Please contact our Data Protection Officer (DPO) by email to [info@sandstoneridge.org.uk](mailto:info@sandstoneridge.org.uk) - if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints.