

BROKEN BRIDGES NATURE REASERVE CIO

PRIVACY NOTICE

1 Aim

This privacy notice tells you what to expect us to do with your personal information. It contains the following:

- Contact details
- What information we collect, use, and why
- Lawful bases and data protection rights
- Where we get personal information from
- How long we keep information
- How to complain

2 Contact Details

Telephone: 07403020255

Email: info@mybrokenbridges.org.uk

3 What information we collect, use, and why

3.1 We collect or use the following information to **receive donations or funding and organise fundraising activities**:

- Names and contact details
- Addresses
- Payment or banking details
- Donation history
- Tax payer information (for Gift Aid purposes)

3.2 We collect or use the following personal information for **service updates or marketing purposes**:

- Names and contact details
- Addresses
- Marketing preferences
- Donation history
- IP addresses
- Records of consent, where appropriate

3.3 We collect or use the following personal information for **research or archiving purposes**:

- Names and contact details
- Addresses
- Donation history
- IP addresses
- Records of consent, where appropriate

3.4 We collect or use the following personal information for **recruitment purposes**:

- Contact details (eg name, address, telephone number or personal email address)

3.5 We collect or use the following personal information for **dealing with queries, complaints or claims**:

- Names and contact details
- Address
- Information relating to health and safety (including incident investigation details and reports and accident book records)
- Correspondence

4 Lawful bases and data protection rights

4.1 Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

4.2 Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for.
- Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.
- Your right to erasure** - You have the right to ask us to delete your personal information.
- Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information.

- e. **Your right to object to processing** - You have the right to object to the processing of your personal data.
 - f. **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.
 - g. **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time.
- 4.3 If you make a request, we must respond to you without undue delay and in any event within one month.
- 4.4 To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

5 Our lawful bases for the collection and use of your data

- 5.1 Our lawful bases for collecting or using personal information in all cases as detailed in section 3 above is:
- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

6 Where we get personal information from

- Directly from you
- Charities or voluntary sector organisations
- Publicly available sources

7 How long we keep information

- 7.1 We keep your personal information for a maximum of 5 years, after which we will destroy it, unless you consent for us to retain it for a further maximum of 5 years.
- 7.2 Starting from the 1st April 2025, every five years we will delete all of your personal data, unless we have received prior consent from you, to retain your personal data for a further period of five year period.

8 How to complain

- 8.1 If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.
- 8.2 If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

8.3 The ICO's address:

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

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>