



Privacy Policy

Our contact details:

Name: Lincolnshire Chalk Streams Trust

Address: Navigation Warehouse, Riverhead Road, Louth, Lincolnshire, LN11 0DA

Phone Number: 01522 555780

E-mail: info@lincolnshirechalkstreamstrust.org.uk

The type of personal information we collect:

We will collect the personal data about you in order to help us deliver the right service and to ensure safety.

The personal data we will collect will vary depending upon the nature of the project and our request but will typically include:

- Your name
- Your contact details; including address, telephone number and/or email
- Details of the land that is in your ownership
- Information on your sex (male, female, transgender), age, and employment status may be voluntarily requested when undertaking volunteering as part of the volunteer induction process.
- Emergency contact details to ensure safety when volunteering on our behalf
- Details of health issues that may have an impact on volunteering on our behalf.

How we get the personal information and why we have it

Some of your personal data may have been provided to us as you have expressed an interest and desire to be kept informed of our various volunteer activities or events.

You may also have supplied us with some personal information directly or through a third party organisation. An example of a third party organisation would be do-it.com if we have advertised a volunteer opportunity or event on their website.

It is also necessary on occasion to collect personal data relating to landowner ownership to deliver our work.

We will not collect any personal data that we do not need in order to provide this service and as far as is reasonable and practicable, will ensure that the information recorded is accurate and kept up to date.



Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting info@lincolnshirechalkstreamstrust.org.uk
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

How we store your personal information

Your information is securely stored on removable storage devices which will be kept in a secure location and reasonably protected against accidental damage, loss, avoidable theft or other misuse by persons other than the Data Processors.

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with our retention policy or the specific requirements of the organisation who has shared the data with us.

Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.



Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

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, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@lincolnshirechalkstreamtrust.org.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@lincolnshirechalkstreamtrust.org.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>