

Shipton-under-Wychwood Wild Garden and Woods

Privacy Notice

We hold information about our members and friends on a database so that we can administer the charity and communicate with you.

This Notice explains when and why we collect information about you, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

Any questions regarding this Notice or our Data Protection Policy and our privacy practices should be sent by email to info@wychwoodwildgarden.org.uk or by writing to Wychwood Wild Garden, New Beaconsfield Hall, Station Road, Shipton-under-Wychwood Oxfordshire OX7 6BQ or by phoning 0845 8056804.

How do we collect information from you?

We obtain information from you when you fill in a membership form, make a donation, provide us with a GiftAid form or register with us as a volunteer. This may be on a paper form, via email or by using our online donation platform managed by NowDonate and PayPal.

What type of information is collected from you?

The personal information we collect may include your name, address, telephone number, email address, and banking details from a Standing Order form.

How is your information used?

We may use your information to:

- process a donation that you have made;
- apply for GiftAid on any donation or subscription that you make to us
- send out newsletters or general interest notices to you
- send out formal documents related to the Charity to you
- comply with any legal requirements as a charity

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of GiftAid). We will hold your personal information on our systems only as long as we have a relationship with you.

Should you wish to terminate the relationship, please contact us as detailed above and we will remove your personal information from our database.

Who has access to your information?

Your information is stored on secure servers, protected by passwords and only accessible by nominated individuals. Some of the information, such as Standing Order details, is only held in paper form. We will not share your information with any unrelated third parties unless we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

Third Party Service Providers working on our behalf:

We may pass your information to a third party service providers, agents subcontractors and other associated organisations but only for the purposes of completing tasks and providing services to you on our behalf (for example to process donations and send you newsletters). However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes.

When you use our secure online donation service, your donation is processed by a third party payment processor, who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us.

Your choices

You have a choice about whether or not you wish to receive information from us. When you supply your name and address to us we will use this to send you newsletters and relevant information about the charity. If you choose to provide your email address to us, this will be used as the preferential way of communicating with you. You can also request us at any time to discontinue any communications with you.

How you can access and update your information

The accuracy of your information is important to us. You may request at any time for a copy of your personal information which we hold. Please contact us if you change your address or other details that allow us to contact you.

Use of the internet

We do not use 'cookies' on our website to track your activity nor do we use your Facebook information to contact you, other than to respond to a message or comment from you made to our Facebook page.

16 or Under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, you must get your parent/guardian's permission beforehand whenever you provide us with any personal information.

Transferring your information outside of Europe

The information which you provide to us may be stored on servers in countries outside the UK or European Union ("EU"). These countries may not have similar data protection laws to the UK. We use password protected services and the information is only accessible by named individuals.

Review of this Policy

We keep this Policy under regular review.