

# **Abdon & District Community Wildlife Group**

## **Privacy Policy**

### **Our contact details**

Name: Miles Leach

E-mail: milesleach712@gmail.com

### **The type of personal information we collect**

We currently collect and process the following information:

- Name, email address and phone number(optional)

### **How we get the personal information and why we have it**

All of the personal information we process is provided to us directly by you when you join the group.

We use the information that you have given us in order to contact you about group activities.

We will not share this information with any other organisations or individuals outside the Abdon & District Wildlife Group. Within the group all emails will be sent blind copy so your email address is not visible to other members. We will only share your details with other individuals within the group with your consent.

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

**Your consent. You are able to remove your consent at any time. You can do this by contacting Miles Leach as shown above.**

### **How we store your personal information**

Your information is securely stored electronically on the secured personal computers of the chair and secretary of the group.

We keep your name, email address and phone number until you opt to leave the group, remove consent for us to continue holding the information or the group disbands. We will then dispose of your information by deleting your details from our databases.

## **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 [milesleach712@gmail.com](mailto:milesleach712@gmail.com) 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 [milesleach712@gmail.com](mailto:milesleach712@gmail.com)

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>