

CPRE Northamptonshire Privacy policy

Please find below our Data Protection policy. Please contact info@cprenorthants.org.uk if you require further information.

CPRE Northamptonshire is a local branch of CPRE, a national charity. We work to enhance, promote and protect the Northamptonshire countryside and the communities, towns and villages within it. We couldn't do this without support from people like you and we are committed to protecting both your data and your privacy.

We want you to feel assured that any information you give us is held securely and safely, whether you are working for us or supporting us through membership, campaigning, donations, volunteering, fundraising or events.

This policy outlines what data we collect, how we may use it and how we keep your data safe.

'We' or 'us' means CPRE Northamptonshire, registered Charity number 1116687 and registered Company number 05564879. Our Registered Office is at 2 Stone Cottages, Newlands, Brixworth, Northampton, NN6 9DN.

This privacy and cookies policy seeks to comprehensively cover the key areas relating to personal data held by CPRE Northamptonshire but is not an exhaustive list of all our policies and practices in these areas.

This policy will change from time to time, as we keep up to date with legislation and regulation and to remain aligned with any relevant changes in our programmes and operations. If material changes are made, we will notify you by placing a prominent notice on the website. You can keep up to date by visiting these pages.

This text was last updated in January 2022.

Getting in touch

You have the right to ask for a copy of the information we hold about you and to have any inaccuracies in your information corrected. You also have the right to ask us to delete any personal information we hold about you. In some cases we may be unable to delete data, such as if it is required for tax or Gift Aid purposes. In these cases we will ensure that you are removed from future communications and processing. We are committed to ensuring you receive only those communications you choose.

You can access your personal data held by us or ask for your information in part or in its entirety in machine readable format.

For all questions or concerns regarding our Privacy Policy or the processing of your personal information, please do get in touch. You can email info@cprenorthants.org.uk or call 01604 780000.

Why and how we collect your data

When you give it to us directly

Most of the personal data we hold is given to us directly by our members, supporters and volunteers in the course of interaction with our services, websites or fundraising activities.

When we are working with a third party

We may from time to time work with fundraising sites such as JustGiving. These independent third parties will only share your data with us if you have not requested anonymity.

We use the Wix email platform to manage our email marketing. You can find the privacy policies of Wix's third-party data processors at <https://www.wix.com/about/privacy>

What data we collect

Personal information is any data that can be used to identify you. It can include, but is not limited to, any of the data listed below.

Data protection law recognises that there are sensitive categories of personal information, such as health information, racial or ethnic origin, or religious beliefs or other beliefs. We would only collect sensitive personal information where there is a clear need to do so such as health information to enable participation in a challenge event. Before we collect any sensitive personal information, we will make it clear what information we are collecting and the purpose we are collecting it for.

Information we collect from you directly or from third parties with whom we work may include:

- name
- address
- email address
- telephone number
- contact preferences
- employer details for processing a payroll gift
- taxpayer status for claiming Gift Aid

We may also collect and process information about your interactions with us, including details about our contacts with you through email, post, on the phone or in person. This might include the date, time, and method of contact, details about donations you make to us, events or activities that you register for or attend or any request for support.

We may also collect and record other relevant information you share with us about yourself, such as your interests or your affiliations with other charities, community or campaign groups, your council or planning team.

Children's data

We are committed to protecting the privacy of children and young people who volunteer with us, fundraise for us, attend events organised by us or engage on our website. Where it is necessary to collect or use the personal data of children, we will obtain the consent of a parent or guardian beforehand.

If you are a child and would like to get involved with CPRE Northamptonshire, please obtain your parent's or guardian's consent before sending any personal information to our website

or to us directly. Please ensure you speak to your parent or guardian before taking part in any of our activities.

How we use your data

Campaigning for a beautiful, living countryside is something we cannot do without the help of people who share our passion. Raising funds, running campaigns and involving as wide a range of people as we can in our activities are hugely important to us.

We try to offer diverse ways for people to support us and get involved and use a range of channels to suit supporter preferences, such as our website, postal, email and telephone appeals, and postal and email newsletters and information publications. We may create profiles and database segmentation to ensure communications are relevant and timely and to provide the best possible experience for our supporters. We may also occasionally invite supporters to participate in research. We will always ensure we have your consent before contacting you by email for marketing purposes. Provided you have given us your permission to do so, we may telephone you with campaign updates, membership renewal requests and occasional appeals. If you have not given us your permission, we will not telephone you for these marketing purposes.

The law allows personal data to be legally collected and used by an organisation if it is necessary for a legitimate business interest of the organisation, as long as its use is fair and balanced and does not unduly impact the rights of the individual concerned. We will send relevant marketing by post on the basis that it is within our legitimate interests to do so. If you feel you would like to reduce the amount of post you receive from us or prefer not to receive postal marketing at all, simply contact us at info@cprenorthants.org.uk or call 01604 780000.

If you are a member of CPRE and request not to receive post, please note that we will continue to post legally required membership documents such as voting papers and AGM notifications and membership renewal notices, but you will not receive information materials such as newsletters or any local updates or appeals.

Data sharing within the CPRE network

When you become a member of CPRE, you join both National CPRE and your local CPRE branch. The branch will be automatically allocated according to your place of residence or you can specify a preference at any time during your membership. National Office shares your data with us so we can keep you informed of local news and events and invite you to our Annual General Meeting. We will inform National Office of any changes to your data as you inform us. National Office will keep you up to date with national news, events and to invite you to their Annual General Meeting. You can choose not to receive certain communications from National Office at any time by contacting the Data Protection Lead at dataprotection@cpre.org.uk or call 020 7981 2870.

This policy applies only to your interactions with CPRE National Office and our branch. Other independently registered branches within the CPRE network have their own privacy policies.

Data sharing with third parties

We do not share, sell or swap your information with other organisations for their own marketing purposes. We will share membership data with CPRE National Office as described above.

There are a number of legitimate situations where we may share your information with third parties whom we have contracted to fulfil specific services for us. This will include organisations such as mail fulfilment houses who will send out our marketing materials on our behalf. In all of these situations we set up a written contractual agreement that will ensure that those organisations can only use the data provided for the specific purposes we stipulate to them and that they have in place strict security requirements in order to protect your personal information.

We may disclose your personal information if we are required to do so by a regulator or law enforcement agency or to enforce or apply our rights (including in relation to our website or other applicable terms and conditions) or to protect CPRE Northamptonshire, for example in cases of suspected fraud or defamation, or to comply with any other applicable legal obligations.

Keeping your personal information safe

We take appropriate physical, electronic and managerial measures to ensure that we keep your information secure, accurate and up to date.

Although we use appropriate security measures once we have received your personal information, the transmission of information over the internet is never completely secure. We do our best to protect personal information, but we cannot guarantee the security of information transmitted to our website, so any transmission is at the user's own risk.

How long will we keep your data

We remove personal data from our systems in line with our data retention policy. The length of time each category of data will be retained will vary depending on how long we need to process it, the reason it was collected, and in line with any statutory requirements.

After this point the data will either be deleted or rendered anonymous. In certain specific situations, for example where a supporter has kindly pledged a legacy to CPRE Northamptonshire in their will, we will retain their details until all legal formalities are completed and communication with their family ceases.

Some of the reasons why we may contact you

- Set up or renew your membership
- Process membership subscriptions, donations or other payments
- Notify you of opportunities to get involved in your local area, e.g. volunteering opportunities
- Ask you to support one of our campaigns e.g. signing a petition or lobbying your MP
- Ask you to donate to one of our appeals
- Reclaim tax on your donations by claiming Gift Aid
- Send you publications such as our newsletter
- Update you on our work through email newsletters
- Ask you to participate in fundraising events
- Making or changing your will
- For market research
- Notify you of local CPRE activity in your area

If at any time you wish to change the information you receive from us or how you are contacted for marketing purposes, you can let us know by emailing info@cprenorthants.org.uk or calling 01604 780000.