



# PRIVACY POLICY

## Introduction

The Aire Rivers Trust (ART for short) is a charity set up to help improve the quality of the River Aire and its catchment, in order that all river and catchment users can enjoy a better experience of the river. More information, including our aims and current projects, is available on our website <https://aireriverstrust.org.uk/>. This is our privacy policy, explaining what personal data we hold about individuals and how we handle it.

## What personal data do we collect and how do we store it?

If you are or have been an **employee** of ART, we will hold basic contact detail (phone and email), address, NI number, bank details, and information relating to stakeholder pensions. This will be held on a password protected laptop by the Secretary/Treasurer and by any agency that is employed by ART to carry out payroll and pensions duties for us.

If you have **corresponded** with us, we will have electronic copies of the correspondence on a password protected laptop and copies will also be stored in a password protected 'cloud' account.

If you have signed up for our **mailing** list, we have your name and email address. These are kept in a MailChimp List access to which is password protected.

If you have taken part in an **activity** such as a competition or survey, we will have the personal details you provided such as name, address and email, together with copies of your entries to the activity. These may be stored in a password protected web tool such as SurveyMonkey and on a password protected laptop; paper copies destroyed as soon as practicable.

If you have signed up to be a **volunteer** with ART, we will hold basic contact detail (phone and email), address, and any emergency contact details and significant medical information that you have provided. We will also hold records of any activities and training that you have taken part in. This information will be stored on a password protected laptop and copies will also be stored in a password protected 'cloud' account.

If you take part in an occasional outdoor **event** such as a walk or litter pick, we will ask you to provide written emergency contact details and significant medical information. This will be held by the event leader and returned to you at the end of the event.

## Photographs

We take photographs of events and activities related to the functioning of rivers and ART's activities. Electronic copies of such photos will be stored on a password protected laptop and copies will also be stored in a password protected 'cloud' account. These photos will be used for purposes such as publicity and providing information to



organisations and people concerned with the river. We will not use photos of you without your permission. Under 18s will not be photographed without the explicit permission of themselves or a responsible adult as appropriate.

## How do we use your data?

We do not share your data with anyone else unless (a) you have asked us to, (b) you have consented to our request to share it, or (c) it is required by law.

If you have signed up for our mailing list, we will use it to send you news and information about the activities of the Aire Rivers Trust.

If you have taken part in an activity, such as a competition, we will use it for the purposes of that activity only.

## The formal stuff

The Data Controller is the Barney Lerner, a Trustee of ART.

The Data Protection Officer is the Nick Milsom [Nick.Milsom@aireriverstrust.org.uk](mailto:Nick.Milsom@aireriverstrust.org.uk).

You may request a listing of the data we hold on you at any time and we will respond as quickly as we can. We take all reasonable precautions to prevent loss, misuse or alteration of any information we are given and we will review this policy and update it from time to time.

We will comply with any request for erasure of personal data unless (a) we are legally required to continue to hold the data (b) it concerns a contractual matter between us.

**Policy adopted by the ART Trustees' meeting of 14<sup>th</sup> November 2018.**

**Geoff Roberts – Chairman of the Trustees**