

**Love Trees Cornwall**  
(Registered Charity Number 1191424)



## **Privacy Policy**

Love Trees Cornwall is committed to protecting your privacy.

This document explains: who we are; what information we collect, and how we collect it; why we use it; the limited circumstances in which we may disclose it; how we keep your information safe; and how long we retain it.

We will never sell your personal data, and you always have the right to request a copy of our records of your personal data, and to request that we amend or delete your personal data.

### **Who we are;**

Love Trees Cornwall Trust is a registered charity. (herein after LTC)

Our object is: to advance the education of children and young people living in Cornwall in the subjects of flora and fauna and in environmental protection, conservation and improvement in particular but not exclusively by the provision of annual awards for educational programmes and activities.

We aim to run and maintain a Love Trees Cornwall award for schools in Cornwall in which students are encouraged to design and propose projects and ideas for planting trees and other environmentally beneficial projects. Additionally, the Charity has a longer term aspiration to potentially develop a tree centre, where children's group can visit.

For the purposes of the General Data Protection Regulations ("GDPR"), the Secretary is the data controller of personal data held by LTC.

If, after reading this Privacy Policy, you have any further queries, please contact us.

by email: [enquiries@lovetreescornwall.org](mailto:enquiries@lovetreescornwall.org)

You can also find information on data protection and privacy at [www.ico.org.uk](http://www.ico.org.uk)

### **What information does LTC collect?**

For private individuals, the Secretary collects: name and contact details (email address, telephone number(s), postal address).

For organisations, the Secretary additionally collects: the organisation name.

If you give your personal data at an event, the Secretary will also ask you if you consent to the use of your image (photograph, video) or your comments for LTC publicity (on paper, online or on social media). You can choose to refuse consent or to give limited consent (eg specify which medium(s) can be used, ask that your name is not mentioned).

In a limited number of circumstances, we request information relating to financial transactions (for example, bank details). See below for information about how long we retain that information.

### **How does LTC collect personal data?**

The personal data we hold comes mainly from sign-up forms (on-line, via the website, or on paper, at events) or correspondence by 'phone, email or letter. It may also come from legal and publicly available sources, such as your organisation's website. Additionally, cookies give us information about use of the website.

Our website uses cookies to help it work well for you, and to track statistical information about the use of the website.

This website collects personal data to power our site analytics, including:

- Information about your browser, network, and device - Web pages you visited prior to coming to this website
- Your IP address

This information may also include details about your use of this website, including:

Clicks

Internal links

Pages visited

Scrolling

Searches

Timestamps

We use the cookies adopted by Squarespace please email [privacy@squarespace.com](mailto:privacy@squarespace.com) for further information, and their Privacy Policy.

We share this information with Squarespace, our website analytics provider, to learn about site traffic and activity.

We process personal data in these ways on the basis of our legitimate interest in furthering the aim of LTC. As we do so, we attempt to balance our needs with others' need for privacy. For example, when we contact an individual or particular organisation for a specific purpose, we record any response so that our future contact with them is in accordance with the wishes of that individual or organisation.

We will only use your personal information in a way or for a purpose that you would reasonably expect of a charity involved in the realm of advancing our Object. If, in future, we see the need to extend our use of your personal data, we will seek your consent in writing.

### **Who has access to personal data?**

Your personal details are shared internally for the purposes listed above. The people with access to your data are solely those who need it in order to fulfil their responsibilities within LTC.

We will never share data with another organisation for their own purposes, we will never sell personal information for any reason whatsoever. We only share data where legally required to do so.

### **How does LTC protect your data?**

LTC takes the security of your data seriously and has internal policies and controls in place to keep data up to date, to store it, and to destroy it securely. It also takes reasonable precautions to prevent loss, misuse or unauthorised access and disclosure.

### **For how long does LTC keep personal data?**

Our relationship with our contacts is generally long-term, so we keep personal data for as long as we need it to maintain that relationship, or to meet any legal or regulatory obligations.

In the case of financial data, we will only store that information for as long as it is necessary to complete a specific transaction such as a payment to a bank. In the case of Gift Aid, we keep records for 6 years after the last transaction, plus the accounting year.

When we no longer need the information, or you require us to delete it, we will dispose of it securely.

### **What if you do not provide personal data?**

If you do not provide your personal data, we will not be able to process any enquiry you make.

Under the GDPR, individuals for whom there are records containing personal data are known as “data subjects”. LTC treats organisations as data subjects because its records include the names and telephone numbers of individuals working for those organisations.

Under these regulations, you have the right to:

obtain a copy of your own personal data, as held by LTC; request that we rectify incorrect or incomplete personal data; request that we delete your personal data; request that we stop processing your personal data (temporarily or permanently). If you would like to exercise any of these rights, please contact The Secretary using any of the methods listed on page 1.

If you believe that LTC has not complied with your data protection rights, you can lodge a complaint with the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk))

This policy was last updated on 8<sup>th</sup> March 2021 and is reviewed regularly. Please revisit it each time you consider sharing your personal data with us.

Signed: 8<sup>th</sup> March 2021

Dr Bo Jeffares Sekine