

# Privacy Policy

## Introduction

The processing of your personal data is carried out by the North Dorset Trailway Network, a registered charity in England & Wales No: 1145442.

We are not required to register with the Information Commissioner for the United Kingdom and the Channel Islands under the Data Protection Act 2018. However, it is important that we adhere to the principles of the General Data Protection Regulations (GDPR) and understand best practice for managing information.

We respect your privacy and are committed to maintaining the security of your personal information. This policy outlines how and why we collect and use personal data. We want to ensure you are informed and in control of your data.

Please be assured that we will never sell your personal data, and will only ever share it with third parties where we have your permission and/or where it is necessary for us to fulfil a contract or service obligation.

## Questions?

If you have any questions about this policy or how we use your personal data, please contact us via the Contact Form on the website.

## What data we collect

We collect personal data provided by you. This includes information you give us when you join as a member (Friend) or support our work through volunteering.

For example:

- We collect personal details (name, address, email address, telephone etc) when you join the NDTN as a Friend.
- We collect financial information (payment information, gift aid eligibility etc) when you make a donation to an appeal or become a member.
- We collect information about how you would like us to contact you.

## How we use your information

When we collect your data, we will ask for your consent to use it in different ways. We will only use your personal data in ways you have given us permission to do so.

We may also use your data in order to:

- enter into, or perform, a contract with you;
- comply with a legal duty;
- to protect the vital interests of the data subject or of another natural person;
- for our own (or a third party's) lawful interests, provided your rights don't override these.

There may be occasions where we want to contact you about something that you have not explicitly signed up for. We will only do this if you have given your consent for us to contact you about similar activities, or if the communication is for a closely related purpose. For example, if you sign up to be a Friend of the NDTN, we may want to let you know about other related activities.

## *Membership data*

When you become a member/Friend, we will hold personal information about you to help administer your membership (for example, your name, address, email address, payment and

gift aid details). Your contact details (name and address) will be shared with the Trustees, who abide by the NDTN privacy and data-protection policies and your information will be treated confidentially.

## **Administration**

We collect and use personal data for administrative purposes in order to help us carry out our charity work.

This includes:

- receiving membership subscriptions and donations (e.g. direct debits or gift-aid instructions; direct debit confirmations or other payment confirmations).
- maintaining contact databases of our volunteers, members, and supporters, and their contact permissions.
- performing our obligations to fulfil membership contracts.
- helping us respect your choices and preferences.
- management of our events.

Sometimes we will need to contact you, regardless of any contact preferences you may have specified. This will only ever be for essential communications in order to fulfil our promises to you as a member, supporter or volunteer.

These communications include:

- Your membership renewal reminder
- Our newsletter.
- Our AGM/EGM notices
- Other ad hoc event(such as clearance).

## **Disclosing and sharing data**

We will never sell your personal data.

### **Marketing (including fundraising)**

We use personal data to communicate with you to promote the work we do as a charity. This includes keeping you up to date with our news, campaigns, events and fundraising activities.

As a charity, we rely on donations and support to continue our work. From time to time, we will contact members and supporters to let them know about our fundraising campaigns. This might be about an appeal, or a sponsored event or activity, or buying a product (e.g. T-shirt)

As with other communications, we will only contact you about fundraising if you've told us you'd like to hear from us about this sort of activity. You can unsubscribe from receiving marketing communications at any time.

Marketing includes news and information about:

- our charity and our role in promoting the North Dorset Trailway;
- events, and activities relevant to you;
- NDTN membership benefits and offers;
- volunteering opportunities, to help you get involved;
- appeals and fundraising (including donations, legacies, etc.) to support our work;
- general membership information, to help you make the most of your membership.

## **Sensitive personal data**

If you participate in an organised event (e.g. route clearance) you may provide sensitive personal health data, which may be collected as part of any accident reporting. This information may be shared with our insurance company in line with our legal and insurance obligations.

When sensitive personal information is collected we will take extra care to ensure your privacy rights are protected.

### **Information from third parties**

We may collect information from social media where you have given us permission to do so, or if you post on one of our social media pages.

### **Young People**

We will not accept donations from persons aged less than 18 years of age.

### **Cookies**

Our website does not use cookies.

### **External links**

Our website contains external links to third party sites. Our privacy notice applies only to information collected by or on behalf of the NDTN. If you go to another website, you should read their privacy notice before you give them any personal details.

### **Complaints**

If you are unhappy about how we have used your data, you can complain to the Trustees.

If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner's Office which regulates and enforces data protection law in the UK. Details of how to do this can be found at [www.ico.org.uk](http://www.ico.org.uk)

### **Notification of changes to this Privacy Policy**

We reserve the right to amend this Privacy Policy at any time. Notice of any change will be posted on our website and will be deemed effective upon publication.

***This Privacy Policy was last updated on 24<sup>th</sup> September 2018***