

Privacy notice

The **Community Environmental Trust (CET)** is committed to ensuring the privacy of the information you give us, whether you are a partner, a community group, school or an individual already taking part in our projects or interested in getting involved. We endeavour to keep your personal information safe, only share it where and when necessary, and with your consent.

CET is the data controller for your personal data and is subject to the Data Protection Act 1998 ('DPA') and, from 25 May 2018, to the EU General Data Protection Regulation 2016/679 (the 'GDPR'). This means that we are responsible for, and control the processing of, your personal information.

The following document outlines how we collect, store and process information you give us, and highlights the rights you have in regards to this. For more information, questions or to raise any concerns regarding this privacy note please contact us:

Phone: 01217473579

Email: info@environmentaltrust.org.uk

How we collect your data, what information we hold and why we use it

We may collect your personal data in a number of ways, for example:

- From the information you provide to us when you interact with us after attending our community projects, events or volunteering days.
- If your child is a student in a school where we deliver Forest School (FS), details will be collected in a form sent via school office.
- We may obtain personal data about you from third parties. You may have given other organisations permission to share your personal data.

The type of information we hold about you will depend on the type of community project you get involved with.

Educational: Forest School

When your child participates in one of our Forest School Programmes we deliver through the schools, you will be asked for the following information:

- Name of school, class and name of child.
- Medical condition: this information is required to ensure that we can provide the most appropriate treatment if the child suffers from illness or has an accident or health incident whilst taking part in the activities. It will also allow us to provide the right support for your child's development.

- Dietary requirement: this information is required to identify food allergies, to make sure the food we cook is in accordance to the diet your child follows and to ensure we respect cultural and religious sensitivities.
- Photo permission: to record as evidence of the Forest School programme. Photographs will be used in our social media to promote the project and for parents to follow their children's journey. Occasionally we may use the images in paper publications and promotional materials that relates only to CET.

In addition CET will hold an attendance list that will only record sessions attended for funding purposes.

Training and volunteering

If you take part in one of our training or volunteering programmes your will be asked for the following information:

- Personal and contact details including name, age, telephone number and e-mail.
- Medical condition: this is information is required to ensure that we can provide the most appropriate treatment if you have an accident or health incident whilst taking part in the activities. It will also help us to adapt some of the activities to your needs.
- Education, prior work experience and skills: to ensure we meet your needs and we offer you the right support to develop your skills.
- Next of kin details, including name and telephone number of, at least, two emergency contacts, in the event of an accident.

If you are involved in one of our projects working with young children and/or vulnerable people we will also ask you to provide a DBS. This is required by CET to make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.

If you are one of our partners for our international programmes (ERASMUS/Internship), we will also need to hold essential data about your organisation and main contact details as part of the agreement.

Community Engagement

For the various community projects we run, including events and workshops, we hold a list of people who have actively chosen for us to update them about projects/activities we hold. The information will be name, e-mail address, telephone number and the project you may already be part of. This will be simply to update you on future events.

Youth Provision: Vale Youth Green Action

If your child takes part on our holiday schemes we will be asking you for the following information:

- Personal details of child (name and date of birth) and contact details of their next of kin (name, telephone number and e-mail address).
- Medical condition: this information is required to ensure that we can provide the most appropriate treatment if the child suffers from illness or has an accident or health incident whilst taking part in the activities.
- Dietary requirement: this information is required to identify food allergies, to make sure the food we cook is in accordance to the diet your child follows and to ensure we respect cultural and religious sensitivities.
- Photo permission: Photographs will be used in our social media to promote the project and for parents to follow their children's journey. Occasionally we may use the images in paper publications and promotional materials that relates only to CET.

Legal basis for holding your information

We will only ever collect, store and use your personal data when we have an identified purpose and reason to do so.

We will use your personal data to keep in touch with you, to enable you to volunteer, attend our events and workshops and participate in our projects.

The legal basis for the processing of your personal data is your consent and/or any other applicable legal basis, such as our legitimate interest in offering activities, volunteering programmes or services of value to you.

If at any point you may wish to stop hearing from us, click 'unsubscribe' at the bottom of the e-mails you receive from us and we will delete you from our mailing list, alternatively you can contact us by phone 0121 747 3579 or e-mail info@environmentaltrust.org.uk

How we store your information safely and retention time

Paper copies of information about you or your child is stored securely in a locked filing cabinet at CET office.

Electronic data is held in an external hard drive and computer devices that are password protected.

We will only keep information about you for as long as we need to. Retention periods vary depending on the type of projects, legal obligations, insurance purposes and /or administrative needs (funding).

Educational projects: Forest schools

Data will be deleted as soon as the programme finishes (end of current academic year) unless we need to keep it for insurance purposes.

Training and volunteering

Data will be deleted 1 year after you have notified the Trust you no longer wish to volunteer, unless a longer period is needed for insurance/funding purposes.

Data regarding Erasmus students and Interns from the international programmes will be deleted 1 year after the Erasmus programme/Internship has finished.

Community Engagement

Details of young people participating in VYGA will be deleted 1 year after their last attendance.

If you attend our community projects, events and workshops, with your consent, your data will be deleted 1 year after last attendance.

Who do we share your information with

Educational: Forest School

If your child is taking part in the FS programme, data will be occasionally shared with the school to support your child learning, to monitor child progress, to provide appropriate care, to assess the quality of our services and to keep your child safe.

Other CET projects

All information is regarded as confidential and any data we collect or hold from you will be processed within the limits of the data protection notification. Data will not be shared with any other companies or organisations unless permission is granted or it is required to do so by law. Where possible, data will be anonymised before sharing.

Your rights

There are a number of key rights you have regarding our management of your personal information.

Under the Data Protection Laws, you have the following rights:

- to obtain **access** to, and copies of, the personal data that we hold about you
- to request that we **cease processing** your personal data
- to require us not to send you marketing communications

- to request us to **correct** the personal data we hold about you if it is found to be inaccurate, incomplete or out of date

Once the GDPR comes into force in May 2018, you will also have the following additional rights:

- to request us to **erase** your personal data if we have no legal basis for holding it
- to request us to **restrict** our data processing activities
- to **withdraw your consent** to the processing at any time
- to **object** to the processing of your personal data where we are relying on a legitimate interest (for the purposes of marketing, to inform you about our programmes and projects)
- to obtain and reuse personal information we have of you across other services that you may be involved in (**data portability**)
- to **lodge a complaint** with the Information Commissioner's Office

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Requests regarding your information or information about your child can be done by phone (CET office number - 01217473579), via e-mail info@environmentaltrust.org.uk or by post at CET Office, 1Whittle Croft, Birmingham, B35 6DN

This privacy notice was published on 25 May 2018. We may change this privacy notice from time to time. When we do we will inform you via our website or by a direct communication with you.