

# Woodland Journeys Privacy Policy

## **Our contact details**

Name: Jenny Archard

Phone Number: 07541 080397

E-mail [info@woodlandjourneys.org](mailto:info@woodlandjourneys.org)

The EU's General Data Protection Regulation is now in force. This will significantly strengthen individuals' rights to demand companies reveal or delete the personal data they hold. We are letting you know what we use your data for, and telling you can have it removed from our system, if you choose.

## **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Your details will go on our mailing list if you ask to be included, coming on a course, or attending an activity in the woods or talking to us at an event.

We use the information that you have given us in order to

- We use your details only to communicate with you about Woodland Journeys activities. We never share the names, email addresses or other details of people on our database with third parties.
- We send our emails to you using Mailchimp or other forms which provides you with an easy means to unsubscribe if you wish to do so – simply look for the 'Unsubscribe' button at the bottom of this and future emails and follow the links.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information are:

**Your consent. You are able to remove your consent at any time. You can do this by contacting Jenny Archard at [info@woodlandjourneys.org](mailto:info@woodlandjourneys.org)**

## **How we store your personal information**

Your information is securely stored on our booking system 'BookWhen' and on our newsletter software 'Mailchimp'.

We keep Personal identifiers information for up to 2 Years after inactivity. We will then dispose of your information automatically via our BookWhen system. You are also able to unsubscribe from our Mailchimp Newsletter at any time.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [info@woodlandjourneys.org](mailto:info@woodlandjourneys.org) or phone 07541 080397 if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [jenny@nerochewoodlanders.org](mailto:jenny@nerochewoodlanders.org) or phone 07541 080397

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>