

The Herefordshire Campaign to Protect Rural England Privacy Notice 2018

At HCPRE we understand that we have a responsibility to protect and respect your privacy and look after your personal data.

This Privacy Notice explains what personal data we collect, how we use your personal data, reasons we may need to disclose your personal data to others and how we store your personal data securely.

For clarity, HCPRE may be both data controller and data processor for your personal data under certain circumstances.

We must advise that this policy is subject to change, so please check our website on a regular basis for any further changes.

Data Protection law will change on 25 May 2018

How the law protects you

This Privacy Notice sets out your rights under the new laws.

The GDPR has a number of underlying principles. These include that personal data:

- Must be processed lawfully, fairly and transparently.
- Is only used for a *specific processing purpose* that the data subject has been made aware of and no other, without further consent.
- Should be *adequate, relevant and limited* i.e. only the minimum amount of data should be kept for specific processing.
- Must be *accurate* and where necessary *kept up to date*.
- Should *not be stored for longer than is necessary*, and that storage is safe and secure.
- Should be processed in a manner that ensures *appropriate security and protection*.

Data protection laws state that we are only able to process personal data if we have valid reasons to do so. The basis for processing your personal data includes, but is not limited to, your consent, performance of a contract, to enable billing and remittance, and to contact you for customer service purposes.

How do we collect personal data from you?

We receive information about you from you when you use our website, complete forms on our website, if you contact us by phone, email, or otherwise in respect of any of our

services. Additionally we also collect information from you when you sign up at an event, complete a survey or when you inform us of any planning matter.

If you provide us with personal data about a third party (for example a neighbour who wishes planning advice), you warrant that you have obtained the express consent from the third party for the disclosure and use of their personal data.

What type of data do we collect from you?

The personal data that we may collect from you includes your name, address, email address, phone numbers.

Data may be automatically collected when you use our website, including but not limited to, your IP address, device-specific information, server logs, through cookies, because Google analytics is used for the HCPRE website. However, this information cannot be used to identify an individual.

How do we use your data?

We use information about you in the following ways:

- To process enquiries that you have submitted to us;
- To provide you with information and advice;
- Send you newsletters and notice of branch AGM and other events or campaigns undertaken by HCPRE;
- To help us identify you and any Membership you hold with us;
- To enable us to review, develop and improve the website;
- To provide customer care, including responding to your requests if you contact us with a query;
- To carry out marketing and statistical analysis - only if we have your express permission to do so
- To notify you about changes to our website and services
- To provide you with information that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes
- We may also use your data to provide information of other countryside events or campaigns that may be of interest to you

Who has access to your personal data & how is it stored?

Members' data is kept by the Branch Membership Secretary and the Branch Administrator. This data enables a list of current Members and their membership status to be maintained.

Data is securely stored whether in electronic form or on paper and is only used for HCPRE for the purposes detailed above.

Third Parties

For the avoidance of doubt, we do not and never shall sell your personal data to third parties for marketing or advertising purposes.

We may pass your personal data to third parties for the provision of services on our behalf (for example processing your Membership by sending the information to our CPRE national office).

However, we will only ever share information about you that is necessary to provide the service and we have specific contracts in place, which ensure your personal data is secure and will not be used for any marketing purposes.

We may share your personal data if we are under a duty to disclose data in order to comply with any legal obligation.

Your Consent - “how long is my data kept for?”

HCPRE keeps Members’ personal data for the duration of your membership. Data is kept for 6 months after membership ceases. After this time, unless otherwise notified by you, your data will be deleted.

The GDPR guides that HCPRE should request ‘re-permission’ every 2 years.

Individual personal data from the Contact Form is not stored upon the website.

Your rights

In preventing the use or processing of your personal data, it may delay or prevent us from fulfilling Membership services.

You have the right to object to our use of your personal data, or ask us to delete, remove or stop using it if there is no need for us to keep it. This is known as your right to be forgotten.

Our Privacy Notice shall be made clear to you at the point of collection of your personal data.

You have the right to ask us not to process your personal data for marketing purposes. If you choose not to receive communications from us about information and events, you will have the choice not to choose these by ticking the relevant boxes in the HCPRE Data Consent Form, received either upon joining us or making contact with us.

We will not contact you for marketing purposes unless you have given us your prior consent.

Data Access Requests - Accessing and updating your data

You have the right to access your personal data. You may request to view, amend or remove information that you think is inaccurate. For all questions or concerns regarding our Privacy Policy or the processing of your personal information, please do get in touch. Please send your requests in writing to the Branch Data Protection Lead:

The Data Protection Lead
c/o 19 Pine Grove
Sunningdale Estate
Knightwick
Worcestershire WR6 5PP

Email: admin@cpreherefordshire.org.uk

Data Breach Process

In the event of a breach of personal data, HCPRE would inform you of this immediately, using the method indicated on your Data Consent or Re-permission' Form.

Cookie Policy

What are cookies?

Cookies are text files containing small amounts of information which are downloaded to your device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit. Cookies are useful because they allow a website to recognise a user's device and help the owner of the website improve the user's experience of the site. Cookies do not contain any information that can be used to identify an individual.

You can find more information about cookies at: www.allaboutcookies.org

Does www.cpreherefordshire.org.uk use cookies?

Changing your cookie preferences

The 'Help' menu in the toolbar of most web browsers will tell you how to change your browser's cookie settings, including how to have the browser notify you when you receive a new cookie, and how to disable cookies altogether. Below are links to the most common browsers to help you make any changes:

- [Firefox cookie management](#)
- [Chrome cookie management](#)
- [Safari cookie management](#)
- [Internet Explorer cookie management](#)

Website statistics analytics, testing and personalisation

Google Analytics, a web analytics service provided by Google, Inc. (“Google”). Google Analytics uses “cookies”, which (as discussed above) are text files placed on your computer, to help UK Nature Gifts analyse how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Please read [Google's privacy policy](#) if you are concerned about this.

HCPRE has no influence over Google’s activities but do note that Google has signed up to the US Privacy Shield standard for protection of data which has been declared adequate by the EU commission. You can always opt-out of Google Analytics cookies here [Google's opt-out tool](#).

You should be aware that if you follow a link to another website and give any personal information to another company, the uses to which that information may be put will be determined by that third party Privacy Policy; we have no control over that third party.

Please check back frequently to see any updates or changes to our privacy policy. Questions regarding this Policy should be directed in writing to the Data Protection Lead at: admin@cpreherefordshire.org.uk

Links to other third party websites

HCPRE may provide links to third party sites. Since we do not control those websites, we encourage you to review the privacy policies of these third party sites. Any information that is supplied on these sites will not be within our control and we cannot be responsible for the privacy policies and practices of these.