



**Chairman: Tony Locke**  
**3 Hillside,**  
**Sharvells Road,**  
**Milford on Sea**  
**SO41 0WH**

**Tel: 01590 643400**

**Email: keithmetcalf@btinternet.com**

## **Milford Conservation Volunteers' Privacy Notice**

### **1. About Milford Conservation Volunteers**

Milford Conservation Volunteers (MCV) is a group of people concerned with various aspects of the natural environment in Milford on Sea. We have a constitution which guides what we do but we are not a charity.

We are committed to protecting your privacy. We think it is very important to keep any personal information we have about you secure and confidential.

MCV's Data Controller is its Membership Secretary who can be contacted by email at milfordconservation@gmail.com.

Any questions you have in relation to this notice or how we use your personal information should be addressed to MCV's Data Controller as above.

### **2. What this notice tells you**

- What information we may hold about you
- How we store your personal information
- What we use your personal information for
- Who (if anyone) we pass it on to and how they use it
- Your rights concerning your personal information
- How long we keep information

### **3. What information we collect**

We may collect the following personal information about you from you or from someone we are satisfied is giving it on your behalf:

- your personal details (name, address, phone numbers, email address) when you complete a form to become a member
- details of those of our activities which interest you or in which you take part
- medical and next of kin information when you register to volunteer with us or to attend an event when this is necessary. If we need to use this, for example if you are involved in an incident, we'll take extra care to ensure that your privacy is protected
- any other information which you may choose to give us

We may also generate the following information as a result of your involvement with MCV:

- records of any ways in which you take part in MCV activities
- details of any donation you might make to us
- notes or records of any conversations which we may have with you
- copies of any letters which we send to you

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

We hold your personal information securely so that only those of us who need to see it have access.

Sometimes we have to keep information about you on paper as well. Any paper records will be held securely. Sometimes we will make electronic copies of paper documents or type up information from them.

#### **5. How we use your personal information**

We use personal information where it is necessary in the course of:

- administering your membership
- maintaining databases of our members, volunteers and supporters
- fulfilling orders for goods and services
- administration of any donations or legacies
- telling you about our activities
- keeping you up to date with opportunities for you to support us and our work
- where permitted or required by law, for example for crime prevention or detection, prosecution, or risk assessment or management
- the resolution of complaints or other issues. Information we receive about you from others may be confidential to them (not you) until it has been considered
- registration for events or training sessions

We may want to use your information for other reasons. If we do this, we will either contact you to ask you first, or make sure that you cannot be identified from the information we use.

#### **6. Disclosing and sharing your information**

Normally we will be the only people who are able to access your personal information. However there may be times when we need to give your details to others, such as:

- our professional advisors
- our insurers at the point when we need to tell them about a claim or a potential claim

We may sometimes be required to disclose your personal information by law, such as by a regulator with appropriate power or in response to a court order.

We will never sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you might find interesting. We do not give anyone else access to your information for their marketing or commercial purposes.

## **7. Your rights**

Your have the following rights:

- to ask us not to process your information but if you do we may be unable to provide our services to you if we are unable to record and process certain details
- to ask whether or not we hold personal information about you and, if we do, to request a copy
- to have inaccurate information rectified or changes recorded
- to have your information erased (but this will not be possible if it is necessary for us to continue to use the information for a lawful reason)

## **8. How long we store your personal information**

By law we need to ensure that we use and store information for as long as is necessary for the purposes for which it was collected. This will of course be different in differing circumstances. We will regularly review the information we hold and delete what we no longer require.

## **9. MCV's website and social media**

Our website – <http://www.milfordcv.org/>– does not use cookies.

Our website contains links to other websites. However we are not responsible for the content or the functioning of any of those external websites (but please let us know if a link is not working).

If an external website requests personal information from you for any reason, the information you provide will not be covered by this privacy notice. We suggest you read the privacy policy of any such external website before providing any personal information.

At present our use of social media is limited but may well increase in the future. This privacy notice does not and cannot cover how the providers of social media websites will use your information. Again we suggest that you read the privacy policy of the social media website in question before sharing any data and that you make use of the privacy settings and reporting mechanisms to control how your data is used.

## **10. Financial information**

In respect of any payment made to us we record who paid what and why. We do not record how the payment was made nor from where.

## **11. Changes to this privacy notice**

This privacy notice will be amended as and when necessary to keep it up to date. The current version will always be available on our website.

Last revised 11 May 2018