

# Privacy Notice for PLANT volunteers, project participants and website visitors

Tayport Community Trust's sub-group PLANT are committed to respecting the privacy rights of our volunteers and supporters. We comply with data protection laws at all times and have set out this Privacy Notice to explain what personal data we collect, why we collect it, how we protect it, and to explain your rights. This notice is relevant to PLANT and is a customised version of the Policy Notice of Tayport Community Trust. For the Policy Notice relevant to Tayport Community Trust please refer to [http://tayportct.org.uk/privacy/TCTPrivacyNotice\\_Website2018.pdf](http://tayportct.org.uk/privacy/TCTPrivacyNotice_Website2018.pdf)

## Personal data we collect

We collect personal data and process it for a number of purposes.

### Volunteers

- We collect data through paper-based or online registration form, including your name, e-mail address, contact and emergency details, areas of interest and skills, availability and relevant health conditions and communication preferences. A range of information about you in our volunteer registration form is optional and only used to help you to volunteer and keep you safe.
- Blogging volunteer's name and email will be used to set up and manage their account on WordPress blog on PLANT website ([www.tayportgarden.org](http://www.tayportgarden.org)). They may also choose to provide a short biography and a photo for their online profile. Volunteers may choose to use their private Gravatar for their user profile and private WordPress id for their log in.

### Email newsletter subscribers:

- If you choose to subscribe to PLANT monthly e-newsletter through a volunteer form, other forms or directly through online newsletter subscription form we collect your first name, surname and email address. This will only be used to send you the e-newsletter.
- Newsletter software we use also collects data on subscribers' activity relating to each newsletter which we use to ensure that it is relevant to the readers and to produce anonymized reports to our stakeholders and funders.

### Competition/raffle entries:

- Competition and raffle entrants will be asked to provide name and contact details (email, phone or address) to inform you about competition results.

### Project Participants:

- We will collect personal data such as name, contact details and postcodes for the purpose of recruiting PLANT project participants and enabling their participation in the project. Any additional data collected during the delivery and monitoring of the project will be anonymized for purposes of reporting to PLANT stakeholders and project funders.

### Website visitors:

- Our website [www.tayportgarden.org](http://www.tayportgarden.org) is a WordPress-based site, hosted on SiteGround server. We use a number of cookies which collect information necessary for operation of the site, security and monitoring of visitor numbers. Please refer to the cookies section for more

detail.

Email:

- If you choose to contact us via any of the official email addresses with an extension of @tayportgarden.org this information will be stored on SiteGround server or password-protected personal mobile devices or computers. Access is limited to individuals responsible for monitoring particular address and to Blog Coordinator who is responsible for administering email accounts.

### **How we protect your data**

We are committed to keeping your data secure. We store any data provided through our website and through registration forms in secure computer systems that only authorised staff and volunteers have access to. Our data is backed up and we have secure systems in place to prevent hackers, viruses and similar from accessing our systems and data

Where paper copies of personal data exist (e.g. completed volunteer forms) they are stored in a secure location that can only be accessed by designated PLANT staff and committee members such as the Volunteer and Blog Co-ordinators and the PLANT Administrator. We also have a range of policies and procedures for our staff and volunteers, with ongoing training, to ensure your data is kept safe and only used in accordance with this Privacy Notice.

### **How we use your data**

We use your data for several reasons:

- To provide information, support and services to you;
- To subscribe you to our mailing list and send you relevant information by e-mail
- To monitor our projects' success and report back to our funders (aggregated and/or anonymized)
- To provide evidence for certification to external bodies e.g. Grow and Learn, other Awards, student participants.

### **When and how we might share your data**

We will never sell your personal data.

We share your data in aggregate and anonymized format from volunteer forms, online visitor stats on our website and Facebook, e-newsletter and data collected from project participants to report on our project progress to stakeholders and project funders.

We share identifiable personal data about participants/volunteers with certifying bodies (Prince's Trust, Caley Participants) or institutions who made individual placements with us (e.g. University of Dundee, Madras College) in order to report on their progress/ensure certification.

We share your data with third party data processors who provide online services we rely on. We ensure all those processors are compliant with EU data protection legislation. Below is a list of online services we use and how we use them and links to their relevant privacy policies:

- We use Google Drive Apps for data on volunteers, project participants and for photo storage. Their Privacy Policy: <https://policies.google.com/privacy/update?hl=en-GB&gl=uk>
- We use MailChimp for subscriptions to our eNewsletter and to monitor user analytics. Their

- Privacy Policy: <https://mailchimp.com/legal/privacy/>
- We use iCloud for photo storage. Their Privacy Policy: <https://www.apple.com/legal/privacy/en-ww/governance/>
- Any email you sent us on @tayportgarden.org will be processed through the SiteGround server. Their Privacy Policy: <https://www.siteground.com/blog/gdpr-siteground-getting-ready/>

### **Transferring data outside of the European Economic Area (EEA)**

We are required to tell you if we transfer data outside of the EEA. SiteGround servers for our website and email are located in the UK.

Your data stored in Mailchimp, iCloud and Google Drive apps is likely to be transferred to the US but all of these organisations are members of Privacy Shield as required by the EU Privacy legislation. EU-US Privacy Shield Framework was set forth by the US Department of Commerce regarding the collection, use and retention of personal information transferred from the EEA to the United States. For more information about Privacy Shield see <https://www.privacyshield.gov> .

### **How long we keep your data**

We only keep your data for as long as we need to. More specifically:

- PLANT volunteer registration records - we will retain this data until you inform us that you wish to take your name off our volunteer register.
- Blogging volunteers' data will be retained on WordPress site until you ask to be taken off the system.
- Newsletter subscription - we will retain this data until you unsubscribe. You can use an Unsubscribe link at the bottom of each newsletter to do so or contact us directly.
- Competition/raffle entries data will be deleted as soon as the participants are notified of the awards
- Project participant data will be deleted after project and reporting is completed.
- Email will be archived for up to 3 years for audit purposes and then deleted from the server and by the individual account users from their personal devices.

If you would like to request a removal of your data please contact [data.protection@tayportct.org.uk](mailto:data.protection@tayportct.org.uk)

### **Legal basis for using your data**

We generally rely on your consent to use your personal data in relation to monitoring website usage and sending you direct e-mails through our mailing list, information or support should you choose to contact us directly through our website.

We also process your data because it is in our legitimate interests that we do so, namely:

- Promoting and advertising PLANT projects.
- Sending information to you by e-mail or text message about events and fundraising activities.
- Protecting PLANT, our people, members, volunteers, funders, partners and clients/customers/service users by taking appropriate legal action against third parties who have committed criminal acts
- Maintaining PLANT volunteer records.
- Fulfilling our duties to our volunteers and service users.

### **Cookies**

A cookie is a small text file that is saved to the hard drive of your computer when you use a website.

Some of these cookies are essential to make our site work and others help us to improve by giving us some insight into how the site is being used.

These cookies are set when you submit a comment, login or interact with the site by doing something that goes beyond clicking some simple links.

We also use some non-essential cookies to anonymously track visitors or enhance your experience of our website.

### **Your legal rights**

You have the following rights:

- The right to ask what personal data we hold about you;
- The right to ask us to update and correct or delete any out-of-date or incorrect personal data that we hold about you;
- The right to opt out of any promotional communications that we may send you.

To exercise any of the above rights please contact [data.protection@tayportct.org.uk](mailto:data.protection@tayportct.org.uk)

### **Reviewing and changing how we use data**

This Privacy Notice was last updated on 24 May 2018.

We regularly review our use of personal data to ensure that what we do continues to be fair, transparent, safe and legal. PLANT sometimes changes software or technologies, or how we work, and this may result in us changing what data we collect and/or how we use it. We will only use your data for the purposes set out above. If we want to use your data for any other purpose we will contact you and seek your express permission before we conduct any such processing.

We will always seek to minimise the amount of data we collect and use, and to only keep it for as long as we need to.

Whenever any change is made to how we collect or use personal data we will update this Privacy Notice and any other relevant policies.

### **How to find out more or to make a complaint**

We have endeavored to make this Privacy Notice clear, informative and understandable, but if it is not then please contact us and we will provide further information as required. We will also look to improve the wording of this Privacy Notice, based on feedback.

To provide feedback, ask for more details or to make a complaint about our collection or use of your personal data then please contact [data.protection@tayportct.org.uk](mailto:data.protection@tayportct.org.uk) .

You can also complain to the Information Commissioner's Office in the UK - please visit their website to see how you can do that [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or Tel: 0303 123 1113