



Andover Trees United Data Protection Policy

1. Introduction

We are committed to improving the ease of use of Andover Trees United and want to make the services you receive as good as they can be. To do this, we need to collect and use personal information about individuals and other organisations we have contact with.

2. Personal information that we collect

The type of personal information that we collect and use could include: full name, address, phone number and e-mail address. The legal bases for processing are consent (for non-essential communications) and legitimate interests (for communications concerning functioning of the scheme/ group).

3. Where does your personal information come from?

Your personal information is provided by you when you register an interest in Andover Trees United – either by signing a registration sheet at an event or by requesting to be included in mailing lists.

4. What do we do with your personal information?

We will use this personal information to contact you about Andover Trees United events or related events. This may be by phone, post, or email. You will always have the option to request an overview of your personal data, or to have your information erased from our records.

Members of Andover Trees United and event participants who have given their consent, from time to time appear in photographs or video recordings, but are not named without their permission.

A publicity mailing list of contacts at local organisations, newspapers and magazines is maintained for the purposes of promoting Andover Trees United and its events.

Unless you have given permission to be included in an open group email, mailings use 'bcc' field to avoid distribution of email addresses.

5. How long will we keep your personal information for?

We will not keep your personal data for longer than necessary under the legal basis for processing.

6. We will not share your personal data with commercial companies, the membership or with a third party.

7. Accessing and updating your personal information

- You have the right to ask what personal information is held about you and be provided with a copy.
- If any of the information we hold is incorrect we will correct it at your request.
- You can ask for us to delete from our records the personal information concerning you that we hold from our records.

In respect of all of the above options you should contact us using the details at the end of this notice.

8. Complaints

If you are unhappy with how we are using your personal information you have the right to lodge a complaint with The Information Commissioner's Office at www.ico.org.uk

9. What we ask of you

Please give us accurate information and tell us as soon as possible about any changes to your personal information. Please tell us if you notice mistakes or inaccuracies in the information we have about you, as this helps us keep our information reliable and up-to-date.

10. Contact us

The Data Controller maintains an up-to-date list of members' contact details, ensuring that all members have signed Consent Form/s if and as needed. The Data Controller is available and contactable to handle any requests for access or changes. To contact us concerning any of the matters in this notice, please email admin. officer sharon.vennall@andovertrees.org.uk

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