

WBCA Privacy Notice

**Our contact details**

E-mail: Westbristolclimateaction@gmail.com

**What type of information we have**

We currently collect and process the following information:

* Personal identifiers, contacts and characteristics (for example, name and contact details)
* Votes on questions and issues raised by WBCA for members of the public to express their opinions

**How we get the 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:

a) to enable us to know the scale of verifiable direct support for WBCA and to be able to communicate this numerical (anonymous) information to press or other legitimate enquirers;

b) to address information and enquiries to members and supporters relevant to the activities and aims of WBCA and to encourage them to take part in or support specific actions;

c) to enable us to know how members of the public vote on questions and issues raised by WBCA, and to be able to communicate this information to the Bristol City Council [or other relevant authority or administrative body able to act on such opinion]. (“The Identified Reasons”)

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is **your consent. You are able to remove your consent at any time, by contacting us via Westbristolclimateaction@gmail.com.**

**What we do with the information we have**

We use the information that you have given us for The Identified Reasons.

We may share this information with Bristol City Council or other relevant authorities or administrative bodies able to act on opinions that you provide.

**How we store your information**

Your information is securely stored In the course of our activity in West Bristol. WBCA will collect and store members’ and supporters’ personal information for The Identified Reasons.

It is our responsibility to protect the information given to us by members and supporters according to data protection legislation law and good ethical practice. We will meet this responsibility through physical, administrative and technical safeguards (as detailed below). Our responsibility applies to information in all formats – oral, written and electronic. The safeguards will apply to all stages of handling personal information including collection, use, disclosure, access, storage, transfer, copying, modification and disposal.

We will always handle personal information in a lawful, fair and transparent manner.

No information will be kept after a member has informed us of their desire not to be contacted by us any more

If we learn of the death of someone whose details we hold, their information will be removed from our records.

We will only use the information we do hold for specified and legitimate purposes (e.g. creating and maintaining a mailing list, offering a specific service relevant to our aims, inviting opinions or asking for help) and we will not share personal information in any manner unless we are given express consent to do so.

We will only ask for the information we need for a specified and legitimate purpose and will not ask for excessive or irrelevant information. On occasions, this may include anonymised personal information for monitoring and evaluation required by our funders or by relevant authorities such as the Bristol City Council. You are not obliged to answer such questions if you consider them intrusive.

We will ensure that the personal information we hold about you is accurate and kept up to date. We will take reasonable steps to erase or correct personal information that, we discover or are informed, is inaccurate out of date.

We will hold your personal information only as long as it is necessary for the purposes that we have explained to you.

When we store your personal information it will be held in accordance with appropriate technical and organisational measures to safeguard your rights and freedoms. Measures will include, to the best of our ability, protection against unlawful or unauthorised access, including the potential for accidental loss, destruction or damage.

The Secretary will store personal information supplied by individuals who have asked to receive information from the group (name, home address, telephone number and email address) unless they have asked for any of these not to be stored (bar name and home address). The information will be stored in files on a personal computer that is protected by anti-virus software and backed up securely with online or external drive storage.

The above aims and practices apply also to volunteers, partners and contractors.

We will regularly review our data protection policies and practices (at least annually) and update them in line with changes in legislation.

**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 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 information in certain circumstances.

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

**Your right to data portability** - You have the right to ask that we transfer the 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 Westbristolclimateaction@gmail.com if you wish to make a request.

**How to complain**

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