



## Privacy Policy

**Agreed: 12/07/18**

**Reviewed: 25/06/20**

**Next review: June 2022**

In keeping with the European Union General Data Protection Regulation (GDPR), this policy sets out how we will implement that commitment when keeping records and using London Green Wood's (LGW) participants and cooperative members personal data. As a non-profit organisation we are exempt from registering with the Information Commissioner's Office Data Protection Register.

### Coronavirus contact tracing:

(i) Any person visiting the workshop for 15 minutes or longer, including: keyholders, LGW coop members, course participants and members of the public, will be asked to give their name and phone no.

(ii) This information, including the date that you visited the workshop, will be stored separately from any other information we keep (see below).

(iii) We will contact you if we are informed that someone who tested positive for coronavirus was at the workshop on the same day as you.

(iv) If requested we will share this information with NHS Test and Trace.

(v) We will keep this information for one month.

### We'll only ask for or keep the following information:

(i) Your name and contact details so we can keep in touch.

(ii) Relevant medical information or history that may affect your participation in LGW activities or may be needed in a medical emergency.

(iii) DBS certificate details if you have applied for a paid or voluntary role that involves working with children, young people or vulnerable adults.

### Using your information:

(i) We will only contact you to advertise other LGW opportunities if you have given consent to be added to our email newsletter list.



(ii) We use a third party email marketing service (EMS) to send our all our email marketing messages, this may include tracked clickable links in order to track subscriber activity within email marketing messages. Any email marketing messages we send are in accordance with the GDPR.

(iii) If you have asked to receive our email newsletters you can opt-out (unsubscribe) at any time. Unless you opt-out we will assume we have your continued consent to send you newsletters from LGW.

(iv) If you are a member of the London Green Wood cooperative and have any relevant medical information or history we will ask you to write this in your own words and allow us to share the information with all our keyholders and store it in our first aid kit, where it will be accessible to all workshop users in the event of an emergency. You can ask us to remove this information at any, and we will remove this information if you cease to be a member of the workshop.

(v) If you are a member of the London Green Wood cooperative we will keep your membership information (given on your membership form) for 10 years after you cease to be a member in accordance with our Articles.

(vi) If you are an employee or volunteer of LGW undertaking a role that requires a DBS check we will store certificate information (name, date, type of certificate, position for which certificate was requested, employer requesting the certificate, unique reference number of certificate and recruitment decision) for 24 months after the employee/ volunteer has ceased to be involved with LGW; or in the case of a rejection for a role due to safeguarding concerns for 24 months after the recruitment process.

(vii) We are committed to protecting and respecting your privacy and will *never* give anyone else your personal details such as your name, address or personal circumstances to without your explicit permission.

**Contact us about your Data**

You can contact us at any time and ask us:

- (i) what information we've stored about you;
- (ii) what we use it for;
- (iii) to change or update your details;
- (iv) to delete your details from our records.

**Questions regarding this policy and our privacy practices or complaints about how we handle your data can be emailed to [whittle@londongreenwood.com](mailto:whittle@londongreenwood.com) or by post to London Green Wood c/o Abney Park Cemetery, Stoke Newington High Street, London N16 0LH.**