



## Earthworks Trust - Privacy Policy

This privacy policy sets out how The Sustainability Centre - Earthworks Trust, and its subsidiary trading companies (Earthworks Foundation and South Downs Natural Burial Site) uses and protects any information that you give when you use this website. We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with our privacy statement.

We may change this policy from time to time by updating this document and this page. You should check this page from time to time to ensure that you are happy with any changes.

For the purpose of the Data Protection Act 1998, the data controller is The information you provide will be held in accordance with the Data Protection Act and may be used by us to supply the services which you have requested.

### Our Identity:

This privacy policy sets out how The Sustainability Centre - Earthworks Trust, and its subsidiary trading companies (Earthworks Foundation and South Downs Natural Burial Site)

The data controller is Christine Seaward, Earthworks Trust, The Sustainability Centre, Droxford Road, East Meon, Hampshire GU32 1 HR. If you have any queries regarding this please contact Christine Seaward – [christine@sustainability-centre.org](mailto:christine@sustainability-centre.org)

If you are unhappy with the outcome of your enquiry you can write to:

The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF - Telephone: 01625 545700.

### Legal basis

Having a 'legal basis' for using personal data means that we must have to have a good reason for using the personal data we collect.

The legal bases we use are:

Consent.

For the performance of a contract with the data subject or to take steps to enter into a contract.

For compliance with a legal obligation.

To protect the vital interests of the data subject or another.

Necessary to perform a task in the public interest or exercising an official authority.

Legitimate interest except where overridden by the rights, interests or freedoms of the data subject.

Earthworks Trust Ltd

The Sustainability Centre, Droxford Road, East Meon, Petersfield, Hampshire. GU32 1HR Telephone 01730 Company

No: 3011755 VAT No: 673751707

Earthworks Trust Privacy Policy : February 2018

## Controlling your personal information

We recognise the need to treat your personal and sensitive data in a fair and lawful manner. No personal information held by us will be processed unless the requirements for fair and lawful processing can be met.

We will not sell, distribute or lease your personal information to third parties except where we are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee may be payable.

If you would like a copy of the information held on you please write to us. If you believe that any information we are holding on you is incorrect or incomplete, please write to or [email us](#) as soon as possible. We will promptly correct any information found to be incorrect.

## Protecting Children's Privacy

The safety of children is very important to us. No information should be submitted or posted to The Sustainability Centre by children under the age of 13 without prior parental/guardian consent.

All applicable laws are followed with respect to data collection from children. Where we have date of birth information, we will not share data collected from children with any third parties at any time under any circumstances.

If you are aged under 13, please ensure you obtain your parent/guardian's consent before sending any personal information to our website.

## Prevention and Detection of Crime and Fraud

We may use the information we hold about you to detect and prevent crime or fraud. We may also share this information with other bodies that inspect and manage public funds.

We will not routinely disclose any information about you without your express permission. However, there are circumstances where we must or can share information about you owing to a legal/statutory obligation.

## What we collect

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcode, preferences and interests
- other information relevant to customer surveys and/or offers
- Dietary requirements
- Permission to store photographic images

## Data Retention and Storage

The legitimate storage and retention of information is informed by the legal basis set out above. Where there is a legal, contractual or financial basis all records will be held in accordance with the legal standards required.

Otherwise where consent to store your information is required, we will seek your consent to store and use this information for three years.

You have the right to:-

- Opt-out of direct marketing;
- Make a subject data access request;
- Be "forgotten"
- Withdraw any consent previously given

## What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- internal record keeping
- to improve our products and services
- send promotional emails and news letters about new products, special offers or other information which we think you may find interesting using the email address which you have provided - if you have requested these.

## Where we store your personal data

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). By submitting your personal data, you agree to this transfer or cloud storage. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

All information you provide to us is stored on our secure servers or in cloud-based storage. Any payment transactions will be encrypted.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## Links to other websites

Our website may contain links to other websites of interest. However, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Earthworks Trust Ltd

The Sustainability Centre, Droxford Road, East Meon, Petersfield, Hampshire. GU32 1HR Telephone 01730 Company No: 3011755 VAT No: 673751707

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## Your rights

Data Protection laws give individuals rights in respect of the personal information that we hold about you. These are:

- To be informed why, where and how we use your information.
- To ask for access to your information.
- To ask for your information to be corrected if it is inaccurate or incomplete.
- To ask for your information to be deleted or removed where there is no need for us to continue processing it.
- To ask us to restrict the use of your information.
- To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
- To object to how your information is used.
- To challenge any decisions made without human intervention (automated decision making)

## Contact us

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to us by [email](mailto:christine@sustainability-centre.org) or by writing to Christine Seaward Christine at Earthworks Trust, The Sustainability Centre, Droxford Road, East Meon, Hampshire GU32 1 HR. If you have any queries regarding this please contact Christine Seaward – [christine@sustainability-centre.org](mailto:christine@sustainability-centre.org)

## What is collected

The Sustainability Centre website does not store or capture any personal information when someone visits it and is not registered. The system will log your IP address along with other information provided by your browser. This may include the name and version of the browser you are using, your operating system and any website address that referred you to our website. This information will only be used for producing anonymous website statistics and will be used to help us with the delivery of the services on the website.

However the system will record personal information if you:

- Provide information by filling in a form on our site
- Subscribe, register or apply for services that require personal information to be given
- Report a fault and give your contact details for us to respond
- Complete surveys that we use for research purposes

## Cookies

Like most websites, we may use cookies to provide a more robust and functional browsing experience.

Cookies are small text files saved on your computer; they are used by websites for purposes including, remembering your preferences and anonymously tracking site usage. Some cookies are essential to the operation of this site and have already been set.

## Cookie Policy

We may track your visit to our site by giving you a cookie when you enter. Cookies are pieces of information sent to your browser on a web server and stored on your computer's hard drive for record keeping purposes. We may use Cookies to make visiting our site easier. Cookies may allow us to save passwords for you so that you will not have to re-enter them the next time you visit. Cookies cannot be used to obtain other information from your hard disk. The Cookie is used to collect statistical information and is not used to identify individuals.

Most browsers are initially set up to accept Cookies. If you prefer you can reset your browser either to notify you when you have received a Cookie or to refuse to accept Cookies.

It is important to note that if you choose not accept Cookies, or you set your browser not to accept Cookies, you may not be able to use certain features on our site.

## What we will do with your information

Any information that is collected by us from this website will only be used for monitoring purposes unless you have given us consent for your information to be used e.g. Providing us with your email address so we can contact you, if you have registered as a regular site user, if you have registered for an event so that we can get back to you.

We will ensure that all personal information supplied is held securely, in accordance with the Data Protection Act 1998.

## Access to information

The Data Protection Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

## Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be updated posted on this website and, where appropriate, notified to you by email.