

# The Friends of Sun Rising Natural Burial Ground and Nature Reserve



## Privacy Policy

We have updated this policy to reflect changes in data protection law. This policy is effective from 25 May 2018.

We are committed to protecting and respecting your privacy. This policy explains when and why we collect personal information about you, how we use it, the conditions under which we may disclose it to others, how we keep it safe and secure and your rights and choices in relation to your information.

If you have any questions about this policy and our privacy practices, please contact us:

**Email:** friends@sunrisingburialground.co.uk

**Post:** The Friends of Sun Rising, 8 Welchman Place, Tysoe, Warwick CV35 0SU

**Telephone:** 01295 688488.

### Who are we?

The Friends of Sun Rising Natural Burial Ground and Nature Reserve is a charity dedicated to the long-term security of Sun Rising Natural Burial Ground and Nature Reserve.

In this policy 'The Friends,' 'The Friends of Sun Rising', 'we', 'us' or 'our' means:

The Friends of Sun Rising Natural Burial Ground and Nature Reserve

Registered charity number: 1181570

Office address: 8 Welchman Place, Tysoe, Warwick CV35 0SU.

### How do we collect information from you?

We obtain information about you in the following ways:

- information you give us directly, for example, when you subscribe;
- information you give us indirectly, for example, if you subscribe online via PayPal;
- when you visit our website.

### What type of information is collected from you?

The personal information we collect, store and use may include:

- your name and contact details, including postal address, email address and telephone number;
- bank or payment card details. If you subscribe or donate online, your card information is not held by us, it is collected by PayPal, who specialise in the secure online capture and processing of credit/debit card transactions;
- information as to whether you are a UK taxpayer, so we can claim gift aid; and

- information about your activities on our website and about the device used to access it, for example your IP address and geographical location;
- any other personal information shared with us.

Where appropriate, we will make it clear why we are collecting your information and what it will be used for.

## How and why is your information used?

We may use your information for several different purposes, which may include:

- managing your subscription;
- sending you our newsletter and notifying you about news, activities and events;
- seeking your views or comments.

## How long is your information kept for?

We keep your information for no longer than is necessary for the purposes for which it was collected. The length of time is determined by operational and legal considerations. For example, we are legally required to hold some types of information to fulfil our statutory and regulatory obligations (e.g. health/safety and tax/accounting purposes).

## Who has access to your information?

Your information may be used by suitably trained trustees or volunteers. It may also be used by suitably trained staff at Sun Rising Natural Burial Ground and Nature Reserve.

If you use PayPal to pay for your subscription or donate, your name, address, payment and UK taxpayer status will be gathered by them and sent on to us. PayPal do not pass on bank or payment card details.

We do not sell or rent your information to third parties and we do not share your information with third parties for marketing purposes.

## Lawful processing

Data protection law requires us to rely on one or more lawful grounds to process your personal information. The following grounds may apply:

- **Consent:** for example, you have given us your consent to send you our newsletter.
- **Performance of a contract:** for example, to manage your subscription.
- **Legal obligation:** for example, to comply with charity law or tax duties.
- **Legitimate interests:** for example, to ask you for your views and comments about the future of Sun Rising.

## Communications

If when you subscribe, you give us your email address, we will communicate with you by email. Otherwise, we will communicate by post.

We will use your contact details to manage your subscription and to invite you to our annual AGM.

If you have opted to join our mailing list, we will send you our twice-yearly newsletter and other communications with news, activities and events.

You can change whether we contact you by email or post. You can also opt in or out of our mailing list at any time. To make changes to your contact preferences, please contact us:

**Email:** friends@sunrisingburialground.co.uk

**Post:** The Friends of Sun Rising, 8 Welchman Place, Tysoe, Warwick CV35 0SU

**Telephone:** 01608 688488.

## Use of 'cookies'

Like many other websites, our website pages use cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit.

When you visit our website, we collect your IP address, the device you are using (e.g. computer, tablet or phone) and your geographical location.

We use this information for statistical purposes to help us understand how to make the website easier to find, easier to use and to improve the content we offer.

It is possible to switch off cookies by changing your browser preferences. Most browsers allow you to turn off cookies. To do this, look at the 'help' menu on your browser.

## 16 or Under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

## Keeping your information safe

When you give us personal information, we take steps to ensure that appropriate technical and organisational controls are in place to protect it.

Non-sensitive details (your email address etc.) may be transmitted normally over the internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems using of encrypted transfer, storage, and backup.

## Transferring your information outside of Europe

The information you provide to us may be transferred to countries outside the European Economic Area ("EEA"). For example, our email and backup servers may be in a country outside of the EEA. You should be aware that these countries may not have similar data protection laws to the UK. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the EEA in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this policy.

## Links to other websites

Our website contains links to other websites run by other organisations. This policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other websites even if you access those using links from our website.

In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the privacy policy of that third-party site.

## Your rights

Under UK data protection law, you have certain rights over the personal information that we hold about you. Here is a summary of the rights that we think apply:

- **Right of access:** you can contact us to find out what personal information we hold about you.
- **Right to have your data corrected:** you can ask us to correct information we hold about you.
- **Right to have your data deleted:** you can ask us to delete information we hold about you. We are happy to do this in principle, but will not be able to do this if it required for contractual or legal reasons. In some cases, we will anonymise that information, rather than delete it.

If you want to exercise any of the above rights, please contact us:

**Email:** friends@sunrisingburialground.co.uk

**Post:** The Friends of Sun Rising, 8 Welchman Place, Tysoe, Warwick CV35 0SU

We may need to ask you for further information and/or evidence of identity. We will then aim to respond fully to your request within one month. If we are unable to do so, we will contact you with the reason for the delay.

If you are unhappy with our response, you can [make a complaint with the Information Commissioner's Office](#).

## Changes to this policy

Any changes we may make to this policy in the future will be posted on this website so please check this page occasionally to ensure that you're happy with any changes. If we make any significant changes we will make this clear on this website.

## Review of this Policy

We keep this policy under regular review. This policy was last updated in October 2018.