



ORCHARD BARN DATA PROTECTION STATEMENT

How we use your personal information

OBee Members, OBee Volunteers, Course Participants and Interested Members of the Public

This statement explains how Orchard Barn Environmental Education CIC (“we” and “our”) handles and uses data we collect about all those who participate in, support, or express an interest in learning more about us (“you” and “your”).

Broadly, we use this information to keep you informed about our current activities and future courses and events we believe you may be interested in. We may also use it to keep in touch with you should you contact us with questions and queries. We may request additional information from course participants and regular volunteers to help ensure and maintain a safe working environment.

We will normally retain your data for as long as we continue to be active in the areas in which you have expressed an interest - or until you request us to do otherwise.

If we change this statement, we will publish the updated version to our website and notify you by your chosen method of communication. If we have your email address, this notification will be by email.

The controller for your personal data is

Orchard Barn Environmental Education Community Interest Company
Registered Office: Orchard Barn, Bildeston Road, Ringshall, Suffolk IP14 2LY

The person responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, is the OBEE Data Manager, Nick Cooper, email:- datamanager@orchardbarn.org.uk

Our legal basis for processing your personal data is that you have given us express *Consent* to use it for the purpose shown in paragraphs 1 and 2 below’

How your data is used by the OBEE CIC

We collect personal information for the following purposes

1. To safely and effectively deliver our training courses to our customers, and to disseminate material relating to our past and future activities, with the express consent of those requesting it.
2. To enable us to identify the skillsets of our volunteers as well as those that our prospective customers are seeking to develop. This will help us provide appropriate volunteer opportunities, information and training. Also to assist us in ensuring those needs have been met by the training we have given.

Communications

If you are a new contact we will ask you at the outset how you would like to receive communications from us. If you are already receiving communications, you may change your preferences by emailing datamanager@orchardbarn.org.uk

You may request changes at any time including requesting us to stop sending you communications.

How we share your personal data

We do not share your personal data with other organisations without your explicit agreement.

Your rights

You have the right:

- to ask us for access to, correction of or erasure of your data;
- to restrict processing (pending correction or deletion);
- to request we no longer contact you with marketing information.

Where you opt out of all future communications or exercise your right to erasure, we will delete all the personal information we hold about you. If you are recorded more than once in our database (e.g. because you gave us your details on more than one occasion, or under different names) we will endeavour to erase all copies of your information. However you may need to advise us of multiple entries.

You retain the right at all times to lodge a complaint about our management of your personal data with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

