

Action on Climate Emergency (ACE) Settle and area - Privacy Policy (including Cookies)

1. ABOUT US

Action on Climate Emergency (ACE) Settle and area is an unincorporated, non-profit-distributing Voluntary Organisation: "our" "we" or "us" in this document. Your privacy is important and we'd like you to know how we collect and use information and what we do to safeguard any information you give us. If, after reading our Privacy Policy, you have any questions, just send an email to acesettleandarea@gmail.com (replace at with @).

2. INFORMATION WE COLLECT

This Statement explains the background to the collection of **Personal Data**. This is any information which identifies a Member ("you" or "your") personally, or which can be identified as relating to **you** personally.

The collection of **Personal Data** is governed by the Data Protection Act 2018 (**DPA**) and the General Data Protection Regulations (**GDPR**), both of which were effective from 25th May 2018. The **Act** and the **GDPR** together govern how **Personal Data** may be collected and used, and how **your** Privacy is protected in relation to it. **ACE** is a Data Controller for these purposes.

In order to process **Personal Data**, **we** need to have a reason – called a Lawful Basis - for doing so. Currently **we** process **Personal Data** in accordance with either **our** Legitimate Interest or, if relevant and necessary, with **your** Consent.

a) Understanding our Legitimate Interest

When **you** join as a member or donate as a supporter using an application form, or via **our** website, **we** rely upon **our** Legitimate Interest to provide **you** with membership and/or other related services, such as News updates and details of Member events.

The same basis will apply when **you** open or use **your** account on the **ACE** website, or when **you** place an order for goods or services available online via the website.

If **we** receive a Legacy or Gift via **your** Executor or Personal Representative, **we** will be pleased to record only minimal details if **we** are asked to do so.

b) Giving your Consent

i) Volunteering

If **you** sign up as a volunteer in connection with additional aspects of **ACE** activities (such as serving on our steering group or as a member of our working (themed) groups, **we** may need to ask **you** for additional information, some of which may be classed as Sensitive Data.

If that is necessary, **we** will ask for **your** Consent to hold that data.

ii) Direct Marketing

If **we** wish to offer **you** other goods or services through the medium of direct marketing, **we** are required to obtain **your** Consent before doing so.

3. PERSONAL DATA

a) When and how we collect your data

Personal identifiable data **you** provide to **us** for membership and for other purposes, may be collected in a number of different ways:

- When **you** write to **us**, or register to use, or subsequently contact **us** via the website
- When **you** send **us** a membership application form and/or bank details through the post
- When **you** apply for membership or renew it
- Through other information **you** may give **us** over the telephone, by email, or using any other electronic means which **we** may accept from time to time

b) What information we collect

We may collect a number of different items of **Personal Data**, for example:-

- Name / postal address / email address / landline and/or mobile phone numbers etc.
- Payment information such as credit/debit card details and bank details for Standing Orders
- If **you** purchase **ACE** membership as a gift for someone **your** details together with those of the recipient(s) will be recorded

If **you** are volunteering, **we** may need to collect additional data, for example:

- Next-of-kin emergency contacts, medical conditions, references, Disclosure & Barring Service (**DBS**) details, etc. Some of these details may be classed as Sensitive Data
- Accidents or incidents: If an accident or incident occurs at one of **our** events or involving a volunteer, then **we** will keep a record of this, which may include personal and sensitive

Personal Data.

4. PROCESSING YOUR DATA

We use **your Personal Data** to administer and maintain **our** membership and other records, and to send **you our** regular newsletter, via email.

We only use **Personal Data** for the purpose or purposes for which it was collected (or for very closely related purposes).

Personal Data in connection with **your** membership is passed, where appropriate and relevant, to third parties who are contracted to **us**, and act in the capacity of controller or processor for various purposes in connection with **your** membership etc. Those parties are required, in the same way as **we** are, to observe **your** rights in relation to **Personal Data**, in compliance with this Privacy Policy and current UK data protection legislation.

Personal Data may be retained after **your** membership or volunteering with **us** has ended, for reference purposes (including in the event of an insurance or legal claim) or for safeguarding purposes.

5. KEEPING CONTROL OF YOUR PERSONAL DATA

We will not sell, distribute or lease **your Personal Data** to third parties without **your** permission, unless **we**:-

- a) Have received **your** specific consent, or
- b) Are required by law to disclose it.

You should be aware that it is necessary to hold and process certain basic **Personal Data** (including banking details) in order to service your **Membership**.

If **you** ask **us** not to retain some of **your** data, or to delete it altogether, **we** may not be able to fulfil **your** Membership as normal.

If **you** have consented to **us** using **your Personal Data** for direct marketing purposes, **you** may withdraw **your** consent at any time by writing to **us** at the address below, or emailing [acesettleandarea at gmail.com](mailto:acesettleandarea@gmail.com) (replace at with @).

6. DATA ANALYSIS

Google Analytics is used to provide data which improves the design and content of **our** web site.

When someone visits **our** website <http://acesettleandarea.org/> **we** use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns.

We do this to find out things such as the number of visitors to the various parts of the site. The information is 'anonymised', so that individuals cannot be identified.

Furthermore, **we** do not make, and do not allow Google to make, any attempt to find out the identities of those visiting **our** website.

7. COOKIES - How we use them

A cookie is a small file which asks permission to be placed onto the user's computer hard drive. **When you click onto our website you will immediate see a 'pop-up' message asking whether you consent or not to using our cookies. If you agree,** the file is then added and the cookie helps **us** to analyse web traffic or lets **you** know when **you** visit a particular site.

When using the Internet, **you** can choose to accept or decline cookies. Most web browsers automatically accept cookies, but **you** can usually modify **your** browser setting to decline cookies if **you** prefer. This may prevent **you** from taking full advantage of the website.

Cookies allow web applications to respond to **you** as an individual. The web application can tailor its operations to **your** needs, likes and dislikes by gathering and remembering information about **your** preferences.

Overall, cookies help **us** provide **you** with a better website, by enabling **us** to monitor which pages **you** find most useful. A cookie in no way gives **us** access to **your** computer or any information about **you**, other than the data **you** choose to share with **us**.

8. LINKS to OTHER WEBSITES

Our website contains links to other websites of interest. However, once **you** have used these links to leave **our** site, **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.

9. SECURITY and PROTECTION OF YOUR DATA

ACE is committed to ensuring that the privacy of **your Personal Data** is secure and protected. Should **we** ask **you** to provide particular information by which **you** can be identified as outlined above, then **you** can be assured that it will only be used in accordance with this privacy statement.

In order to prevent unauthorised access or disclosure **we** have put in place suitable physical, electronic and managerial procedures to safeguard and secure all the information **we** collect.

10. ACCESS to the information we hold about you

You may request details of any **Personal Data** which **we** hold about **you**. If **you** make a request for details of the **Personal Data** **we** hold about **you**, **we** will normally provide this free of charge in the first instance.

A further or more complex request may incur a charge based on the administrative cost of researching and providing the information.

To initiate a request for a copy of the information **we** hold about **you**, please email:

acesettleandarea at gmail.com (replace at with @) – or write to:

...

If **you** believe that any information **we** are holding on **you** is incorrect or incomplete, please email or write to **us** as soon as possible, to the address above. **We** will promptly correct any information found to be incorrect.

11. CHANGES TO THIS PRIVACY POLICY

We will amend this Privacy Policy from time to time to ensure it remains up-to-date in accordance with Data Protection law, and so that it accurately reflects how and why **we** use **your Personal Data**.

The current version of **our** Privacy Policy will always be posted on **our** website.

This **Privacy Policy** was introduced in December 2020.

Date reviewed: 20.4.23 and amended 9.5.23

Next review date: at steering group April 2024