

# RIVER LARK CATCHMENT PARTNERSHIP

## PRIVACY POLICY



RLCP is committed to protecting personal data. Our collection and use of personal data follows the General Data Protection Regulations (May 2018) and also considers the rights and wishes of all participants whose data is collected, (photographic, video, written). The same considerations are made for the sharing of collected data, particularly on social media/for publicity.

### WHO WE ARE

RLCP is a charitable incorporated organisation based in Suffolk. We aim 'To conserve, preserve and improve the River Lark and its catchment area for the benefit of the public. We do this by:

- Improving access and encouraging the appropriate use of the River and its environs by members of the public.
- Educating the public about the River and its environs
- Facilitating community involvement in the conservation of the River
- Monitoring the River & its catchment and reporting any issues or concerns to the appropriate bodies having statutory responsibility.'

### WHAT THIS PRIVACY POLICY COVERS

This policy covers how RLCP treats personal information that we collect and receive. Personal information is information about you that is personally identifiable like your name, address, email address or phone number, or that is not otherwise publicly available.

### INFORMATION COLLECTION AND USE

RLCP collects personal information whenever someone signs up as a volunteer or a member. When filling in the sign up form, we ask for your name, address, email address, and telephone number. Subscribers to our membership will be automatically added to an email mailing list to receive regular news and updates. There is an option to unsubscribe at any time. Volunteers will receive regular emails regarding work parties and training opportunities and their contact details will be shared with the session leader when they have offered their help at a session.

### INDIVIDUAL RIGHTS OVER PERSONAL INFORMATION

You have the right to be informed about information held by us about you and to have access upon your request to that information from us within one month of requesting it. It is your right to have information rectified if it is incorrect or to be erased if you request us to do so.

### INFORMATION SHARING AND DISCLOSURE

We do not rent, sell or share personal information about you with anyone. We will use reasonable efforts to ensure that your personal data is not disclosed to regional/national institutions and authorities, unless required by law or other regulations.

### CHANGES TO THIS PRIVACY POLICY

We may update this policy. We will notify you about significant changes in the way we treat personal information by placing a prominent notice on our website.