



## **Friends of Conservation UK Privacy Policy**

At Friends of Conservation, we respect the privacy of our supporters and visitors to our websites. This policy is concerned with how we collect information, what we do with it and what controls you have.

This policy covers all activity related to Friends of Conservation, which is a registered Charity in the UK, No. 328176. Our registered address is: 101 St Martin's Lane, London, WC2N 4AZ. We are registered with the UK Information Commissioner's Office (ICO) as a Data Controller.

### **How do we collect information from you?**

We obtain information about you when you use our website, send an email or contact us by post or telephone. For example, when you contact us to make a donation, make an enquiry, request news updates or if you register to attend one of our events.

### **What information do we collect?**

#### **- Personal Information**

Personal information which could include name, postal address, telephone number/s, email address, bank details, etc., which you have provided, either through post, email, or telephone is only collected in connection with specific activities, such as donations, events, newsletter requests etc. See below.

### **How will we use your personal information?**

We may process your personal information for our legitimate interests as a wildlife conservation charity:

Personal information collected and processed by us may be used for the following purposes:

- Administration of membership(s)
- Administration of donations and legacies
- Communications about conservation, membership, volunteering, fundraising events, etc.,
- Fulfilment of orders – i.e. event tickets,
- Communication about special offers from selected, trusted partners
- In-house research and analysis

## **Who do we share information with?**

We will never sell or rent your personal information to other organisations. We only disclose information when obliged to by law, for purposes of national security, taxation and to assist with police enquiries or to respond to court orders.

In addition we may disclose aggregate statistics about our site visitors /supporters, to describe our services and operations to prospective partners and other reputable third parties and for other lawful purposes, but these statistics won't include any personally identifying information.

## **Storing your information**

We will ensure that all personal information supplied is held securely. We are registered with the UK Information Commissioner's Office (ICO) as a Data Controller and are subject to the Data Protection Act 1998 (DPA) which will be superseded by the General Data Protection Regulation 2018 (GDPR) from 25<sup>th</sup> May 2018.

If at any time you wish to alter your contact preferences or request that we stop communicating with you entirely, please let us know either via email at [focinfo@aol.com](mailto:focinfo@aol.com) , by phone: 020 3667 7017 or our postal address.

If you have any concerns about how we are handling your information that you do not wish to discuss with us, you can raise these with the ICO.

## **How long will we store your personal information?**

We keep your personal information in accordance with applicable regulations. We will only use and store information for so long as it is required for the purposes it was collected for.

## **Controlling your personal information**

You are in control of how we, and any other organisation, use and keep your personal information. You may request details of personal information that we hold about you at any time. 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 at the above address. We will promptly correct any information found to be incorrect.

You may also ask for your personal information to be erased if you have changed your mind about us holding it.

You can request that we send an electronic copy of all your personal information to yourself or another organisation. You can ask us to stop processing your personal information and/or withdraw your agreement to us processing it if you had previously provided consent, unless we are required to process it for legal reasons.

## **18 or Under ?**

If you are aged 18 or under, please ensure that before you provide us with personal information, you get your parent/guardian's permission.

## **Security precautions in place to protect the loss, misuse or alteration of your information**

When you give us personal information, we take steps to ensure that it's treated securely. When you make a donation online, sensitive information (such as credit or debit card details) is not provided to us. It is processed by a third party for example, PayPal - who are GDPR compliant and are protecting your data in accordance with industry standards, i.e. Payment Card Industry Data Security Standards. (PCISS).

All data received and controlled by us is stored securely in the UK. By using this website you therefore consent to the potential transfer of your data outside of your country of residence.

Email addresses are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result any information you transmit to us is at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

## **Web Cookies**

When you visit our website, a small text file called a 'cookie', is downloaded onto your computer. This is called a 'session' cookie and it will only remain on your computer until you close your browser, when it is deleted. It is not used to identify you personally in any way, it will not read or corrupt other information saved on your computer and cannot be used to deliver viruses, or extract your personal information. We may use this type of cookie to collect aggregated website statistics that allow us to understand how visitors use the site. All of the information collected will be anonymous and only be used to help us improve the website. It is possible to switch off cookies by setting your browser preferences

For more information on session and other types of cookies, please see the [All About Cookies website](#)

## **Website Links advice**

Our websites may contain links to other websites. Please let us know if a link is not working. This privacy policy only applies to Friends of Conservation UK. When you link to other websites you should be aware of their own privacy policies. We cannot be responsible for the privacy policies and practices of other sites even if you access these using links from our website

If you have any queries regarding any of the information in this policy, please contact us.

*Our Privacy Policy is kept under review. This version was last updated in May 2018*