

# Growing Places-Berkshire

Enabling and supporting adults with Learning Disabilities



## Privacy Policy

We want everyone who supports us, or who comes to us for support, to feel confident and comfortable with how any personal information you share with us will be looked after or used. This Privacy Policy sets out how we collect, use and store your personal information: this means any information that identifies or could identify you. This Growing Places-Berkshire Privacy Policy version is issued June 2022. Any changes to this Privacy Policy will be notified on our website.

Policy Contents:

1. Who we are Growing Places-Berkshire
2. How we collect information about you
3. What information we collect and why we use it
4. Your Information
5. Your rights

### 1. WHO WE ARE

Growing Places-Berkshire is committed to protecting your personal information and making every effort to ensure that your personal information is processed in a fair, open and transparent manner.

We are a "data controller" for the purposes of the Data Protection Act 1998 and the EU General Data Protection Regulation 2016/679 ("Data Protection Law"). This means that we are responsible for and control the processing of your personal information. For further information, please contact our Trustee Secretary.

### 2. HOW WE COLLECT INFORMATION ABOUT YOU

Everything we do is to enable and support adults with learning disabilities develop, learn and enjoy horticultural activities. We want to make sure you receive the communications that are most relevant to you, be it through visiting our website or receiving emails, post or phone calls. We collect information from you in the following ways:

**When you interact with us directly:** This could be if you ask us about our activities, make a donation to us, ask a question about our services, purchase something, apply for a volunteering opportunity or otherwise provide us with your personal information. This includes when you phone us, visit our website, make a purchase from our plant selection, or get in touch through the post, or in person

**When you interact with us through third parties:** This could be if you provide a payment or donation through a third party such as SumUp, Just Giving or Virgin Money Giving

**When you visit our website:** We use the categorisation set out by the International Chamber of Commerce in their [UK Cookie Guide](#). We use cookies that are essential for you to move around our website and to use its features and collect anonymous information like which pages are visited most. [Find out how to control and delete cookies](#) in your browser.

### 3. WHAT INFORMATION WE COLLECT AND WHY WE USE IT

**Personal Information:** Personal information we collect includes details such as your name, email address, postal address, telephone number and credit/debit card details (if you are making a purchase or donation), as well as any information you provide in communications between us.

**Compliance:** will be within the Charities (Protection and Social Investment) Act 2016 and follow the recommendations of the Charity Commission which require us to:

1. Verify the identity of supporters who make major gifts so we can assess any risks associated with accepting their donations

Growing Places-Berkshire Charity No. 1097671

Office: Turgis Court Farm, Stratfield Turgis, Basingstoke Road, RG27 0AT

Contact Chairman: David Baker on [valdavid.baker@gmail.com](mailto:valdavid.baker@gmail.com)

# Growing Places-Berkshire

## Enabling and supporting adults with Learning Disabilities

2. Process your donations or other payments, verify any financial transactions and provide the services or goods that you have requested
3. Update you with important messages about your donation, an event or services
4. Keep a record of your relationship with us
5. Administer any volunteering arrangements
6. Contact you about what we do and how you can support Growing Places-Berkshire

**Sensitive Personal Information:** If you provide us with any Sensitive Personal Information by telephone, email or by other means, we will treat that information with extra care and confidentiality and always in accordance with GDPR and this Privacy Policy.

## 4. YOUR INFORMATION

**Sharing:** The personal information we collect about you will be available only to the Trustees at Growing Places-Berkshire for delegation on a controlled basis. We will never sell or share your personal information or any information about your web browsing activity.

**Legal disclosure:** We may disclose your information if required to do so by law (for example, to comply with applicable laws, regulations and codes of practice or in response to a valid request from a competent authority)

**Keeping your information safe:** We have implemented appropriate organisational measures following GDPR guidelines. Unfortunately, we cannot guarantee the network security of data when being transmitted to our site. We only keep data as long as is reasonable and necessary for the relevant activity.

**Website:** Our website may contain links to other sites. While we try to link only to sites that share our high standards and respect for privacy, we are not responsible for the the privacy practices employed by other sites. Any debit or credit card details will be according to the Payment Card Industry Security Standards.

## 5. YOUR RIGHTS

You have various rights in respect of the personal information we hold about you. If you wish to exercise any of these rights or make a complaint, you can do so by contacting our Chair of Trustees:

1. **Access to your personal information:** You have the right to request access to a copy of the personal information that we hold about you along with information on what personal information we use, why we use it, who we share it with, how long we keep it.
2. **Right to object:** You can object to our processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
3. **Consent:** If you have given us consent for use, you can withdraw your consent at any time.
4. **Rectification:** You can ask us to change inaccurate or incomplete personal information held about you.
5. **Erasure:** You can ask us to delete your personal information
6. **Restriction:** You can ask us to restrict the personal information we use about you where you have asked for it to be erased or where you have objected to our use of it.

**End. Published July 2022**