



Conservation Chat UK LTD

Company No. 12390719

PRIVACY NOTICE: Personal Data and GDPR

This Privacy Notice explains how we use and manage any information that you give to us and what information is collected when you visit our website (www.conservationchatuk.com).

Who are Conservation Chat UK LTD?

Conservation Chat UK LTD is a Private Limited Company, that hosts in person and online events in which the environment is always at the heart.

You can find out more about our organisation by searching on the Companies House website, or via [this link](#).

Lawful Basis for collecting and using personal data

There are a range of reasons why Conservation Chat UK LTD might hold personal data for individuals:

1. Legitimate Interests

In order to perform our roles, we will need to collect information from various people, for example the contact details of a guest speaker, a third-party person (e.g., the proprietor of a venue) or a potential volunteer. If someone requests information by email, we will use that email address to reply to them. When we need to collect your data to pursue our legitimate interests then the data collection and processing will not materially impact your rights, freedom, or interests.

2. Consent

In some cases, we may ask for your permission to contact you and collect certain data. We will be clear about which data we will be processing, how it will be managed and for how long. For example, we may wish to send you a newsletter or information about an event in which you were/will be involved.

Our online events are hosted by Zoom. By joining these events you agree to being recorded and to having the recording distributed to all attendees, or used elsewhere (for example, but not limited to, social media). We recommend that you turn your camera off and mute your microphone during our presentations. You can find Zoom's Privacy Statement at: <https://explore.zoom.us/en/privacy> (link correct at time of publication).

3. Contract

Occasionally, we may have a contract to perform certain roles that require us to process your personal data, e.g., we may need to contact event stakeholders or their delegates.

4. Compliance

We may need to share data we collect with the Information Commissioners Office (ICO), or similar regulatory bodies, to show that we comply with current legislation on data protection.

When do we collect Personal Data?

We may collect Personal Data whilst undertaking the following activities (Personal data will only be collected, stored, or processed where it is necessary):

- If we organise an event, workshop, or similar activity we will need personal data to organise the event, provide the necessary feedback and fulfil the requirement of funders and our legal obligations.
- If we are contacted to request information/feedback/complaints about our services or published content, we will record the name(s) of the person(s) and organisation making the contact.
- If you engage with us on social media, personal information posted on those pages will remain visible to all those with access to our social media pages (we reserve the right to hide/block content that we deem inappropriate for our organisation).
- If you help with our events/projects or return any surveys to us, we will collect the personal information necessary for that event/project. We will provide a list of that information to those involved.
- If you download data and information from our website this may be recorded in our website records.

We may also collect data from publicly available sources, where the information is made public as a matter of law, or when you have given your consent to share information. For example, before we enter a contract or partnership with you, we may need to carry out appropriate due diligence checks.

What type of Personal Data do we collect?

We may collect the following data, if relevant, that are treated as “identifiable” as they can lead to you being recognised:

- Your name
- Your email address
- Your contact details e.g., address or telephone number depending on how you have chosen to be contacted.
- Your job titles/name of the organisation you work for
- Whether you are an adult or your age if under 18
- Date of birth if necessary
- If you are volunteering or work with us, we will your full name, address, date of birth, your passport details/driving licence details, etc., which may be passed to third parties, e.g., DBS, for processing purposes.
- We sell tickets to our events via Eventbrite Inc. who have their own Privacy Policy of which you can find by following [this link](#) (link correct at time of publication).

Anonymous Information

Certain information is collected automatically by our website provider to ensure the website runs smoothly and safely including:

- The IP addresses
- The browser/ operating system used
- The date and time you access our site

This information is used to ensure that content on our site is presented in the most effective manner for you. No personal data is gathered to enable us to identify any individual.

How long do we keep the personal data?

We only keep Personal Data if we need to. The length of time will be set either (i) according to the purpose for which we collected the data or (ii) to comply with any legal obligations, whichever is the longer.

Data Anonymisation and Data Destruction

When we no longer need to keep the data, it will be deleted it or it may be anonymised.

Anonymisation means we will remove items that would allow you to be identified as an individual. We may keep the other parts of the data e.g., the date queries were received or the number of people who provided feedback on a particular event. This anonymous

data is often needed when we apply for funding for new projects but will not include any personal data.

Data Sharing

We would only share personal data where:

(i) there was a legal obligation to do so; or

(ii) where it is necessary as part of our legitimate business e.g., where we are working with a school to collect feedback on activities provided for them.

In all cases, we will only share the data that is necessary and will require that the third party only uses the data for the purposes specified, stores the data securely, and will process the data in accordance with the GDPR.

What are your rights?

You have the right to ask:

- Ask for a copy of the personal data/information we hold about you.
- Ask for incorrect data to be corrected.
- To withdraw consent to your data being processed, for those activities where our legal basis to use your data was based upon your consent.
- For all data to be erased unless we have a legal obligation to process your personal information (*See below)
- For your personal data NOT to be used for profiling, direct marketing, communications, or research purposes.

*If we are collecting data and processing it as part of our legitimate interest, you can still ask us to stop. You will need to provide us with your reasons so that we can consider whether that is more important than meeting our legitimate and regularity obligations. If we do not have an overriding reason, then we will stop processing your data.

How to contact us - requests/complaints/asking us to stop contact?

Email the Data Controller at:

conservationchat@outlook.com

Complaints

If you wish to complain about the way, we have processed your data please contact The Data Controller using the email address above.

If you are still dissatisfied, you can contact the Information Commissioner's Office at:

Information Governance Department

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

0303 123 1113

<https://ico.org.uk/global/contact-us>