

## Earthworks St Albans Privacy Policy

The privacy and security of your personal information is extremely important to us. This privacy policy explains how and why we use your personal data, to make sure you stay informed and can be confident about giving us your information.

We may update this policy from time to time so please check it regularly. If there are significant updates, we will inform those people with whom we are in regular contact, such as email subscribers.

We'll never sell your personal data and will only share it with organisations we work with when it's absolutely necessary and the privacy and security of your data is assured.

If you have any questions in relation to this Privacy Policy or how we use your personal data please contact Earthworks.

### Who are Earthworks St Albans?

In this policy, whenever you see the words 'we', 'us', 'our', it refers to Earthworks St Albans.

Earthworks St Albans is a charity (registered charity number 1067139) established in 1995 to support adults with learning disabilities.

You can learn more about who we are and what we do on our website.

### What personal data do we collect?

Your personal data is any information which identifies you, or which can be identified as relating to you personally. We'll only collect the personal data that we need.

We collect personal data in connection with specific activities such as:

- Earthworker placements
- donations

- volunteering
- school and college bookings
- employment

Some examples of the types of personal data we may collect include:

- your full name and title
- your postal address
- your date of birth
- email address
- telephone numbers
- photographs
- relevant medical information
- progression and development observations and records

You can give us your personal data via our website, Earthworker and volunteer application and referral forms, emergency contact forms, fundraising responses, emails, telephone calls and in person.

Personal data provided by you:

This includes information you give when interacting with us, for example joining or registering, placing an order or communicating with us. For example:

Personal details (name, date of birth, email, address, telephone, and so on) when you become a donor or supporter

Financial information (payment information such as direct debit details, and whether donations are gift-aided)

Your opinions and attitudes about Earthworks St Albans, activities and interests, and your experiences of Earthworks.

Personal data created by your involvement with us:

Your activities and involvement with us will result in personal data being created. This could include details of how you've helped us by volunteering or being involved with our campaigns and activities. If you decide to donate to us then we'll keep records of when and how much you give to a particular cause.

### Sensitive personal data:

At times we'll collect sensitive personal data for Equal Opportunities monitoring, as well as researching whether we deliver great experiences for everyone, but this is only ever analysed at an aggregate level.

### Volunteer:

If you're a volunteer then we may collect extra information about you (e.g. references, disclosure and barring checks, details of emergency contacts, medical conditions etc.). This information will be retained for legal or contractual reasons, to protect both us and you (including in the event of an insurance or legal claim) and for safeguarding purposes.

### How we use your personal data:

We'll only use your personal data on relevant lawful grounds as permitted by the EU General Data Protection Regulation (from 25 May 2018)/UK Data Protection Act and Privacy of Electronic Communication Regulation.

Personal data provided to us will be used for the purpose or purposes outlined in any fair processing notice in a transparent manner at the time of collection or registration where appropriate, in accordance with any preferences you express. If asked by the police, or any other regulatory or government authority, we may need to provide your personal data.

### Your personal data may be collected and used to:

- help us deliver our charitable activities
- help us raise funds,
- to provide a service or product you have requested
- to inform you of our news, events, activities and services

Below are the main uses of your data which depend on the nature of our relationship with you and how you interact with our services, website and activities.

#### Marketing communications:

Your privacy is important to us, so we'll always keep your details secure. We'd like to use your details to keep in touch about things that may matter to you.

If you choose to hear from us we may send you information. This might be about visiting us, volunteering with us, Health & Wellbeing, Nature, events and experiences, conservation work, fundraising campaigns, and learning opportunities.

We'll only send these to you if you agree to receive them and we will never share your information with other companies. If you agree to receive marketing information from us you can change your mind at a later date. You can easily unsubscribe from digital communications at any time.

However, if you tell us you don't want to receive marketing communications, then you may not hear about events or other work we do that may be of interest to you.

#### Social media targeting:

If you are a social media user, we will use certain social media tools as part of our relationship with you. These tools include such things as Facebook, Instagram and Twitter.

This activity is governed by the social media platform's own privacy policy and terms and conditions, so please refer to these documents if you require any further information about this activity.

#### Fundraising, donations and legacy pledges:

Where we have your permission, we may invite you to support vital initiatives by making a donation, getting involved in fundraising activities or leaving a gift in your will.

Occasionally, we may invite some supporters to attend special events to find out more about the ways in which donations and gifts in wills can make a difference to specific projects and to our cause. We'll also send you updates on the impact that you make by supporting us in this way, unless you tell us not to.

If you make a donation, we'll use any personal information you give us to record the nature and amount of your gift, claim gift aid where you've told us you're eligible and thank you for your gift. If you interact or have a conversation with us, we'll note anything relevant and store this securely on our systems.

If you tell us you want to fundraise to support our cause, we'll use the personal information you give us to record your plans and contact you to support your fundraising efforts.

#### Management of volunteers:

We need to use your personal data to manage your volunteering, from the moment you enquire to the time you decide to stop volunteering with us. This could include: contacting you about an opportunity you've applied for or we think you might be interested in, expense claims you've made, shifts you've booked and to recognise your contribution.

It could also include information about things happening where you volunteer and about your volunteering, including asking for your opinions on your volunteering experience.

#### Orders and events management:

We process customer data to fulfil orders and run events. Your data will be used to communicate with you throughout the process, including confirming we've received your order and payment, to confirm dispatch, to clarify where we might need more detail to fulfil an order or booking, or to resolve issues that might arise with your order or booking.

## Research:

We carry out research with our supporters, customers, staff and volunteers to get feedback on their experience with us. We use this feedback to improve the experiences that we offer and ensure we know what is relevant and interesting to you.

If you choose to take part in research, we'll tell you when you start what data we will collect, why and how we'll use it. All the research we conduct is optional and you can choose not to take part. For some of our research we may ask you to provide sensitive personal data (e.g. ethnicity). You don't have to provide this data and we also provide a 'prefer not to say' option. We only use it at an aggregate level for reporting (e.g. equal opportunities monitoring).

## Recruitment and employment:

In order to comply with our contractual, statutory, and management obligations and responsibilities, we process personal data, including 'sensitive' personal data, from job applicants and employees.

Such data can include, but isn't limited to, information relating to health, racial or ethnic origin, and criminal convictions. In certain circumstances, we may process personal data or sensitive personal data, without explicit consent. Further information on what data is collected and why it's processed is given below.

## CONTRACTUAL RESPONSIBILITIES

Our contractual responsibilities include those arising from the contract of employment. The data processed to meet contractual responsibilities includes, but is not limited to, data relating to: payroll, bank account, postal address, statutory sick pay, leave, maternity pay, pension and emergency contacts.

## STATUTORY RESPONSIBILITIES

Our statutory responsibilities are those imposed through law on the organisation as an employer. The data processed to meet statutory responsibilities includes, but is not limited to, data relating to: tax, national insurance, statutory sick pay, statutory maternity pay, family leave, work permits, equal opportunities monitoring.

## MANAGEMENT RESPONSIBILITIES

Our management responsibilities are those necessary for the organisational functioning of the organisation. The data processed to meet management responsibilities includes, but is not limited to, data relating to: recruitment and employment, training and development, absence, performance management, disciplinary matters, e-mail address and telephone number.

## SENSITIVE PERSONAL DATA

The Act defines 'sensitive personal data' as information about racial or ethnic origin, political opinions, religious beliefs or other similar beliefs, trade union membership, physical or mental health, sexual life, and criminal allegations, proceedings or convictions.

In certain limited circumstances, we may legally collect and process sensitive personal data without requiring the explicit consent of an employee.

(a) We will process data about an employee's health where it is necessary, for example, to record absence from work due to sickness, to pay statutory sick pay, to make appropriate referrals to the Occupational Health Service, and to make any necessary arrangements or adjustments to the workplace in the case of disability. This processing will not normally happen without the employee's knowledge and, where necessary, consent.

(b) We will process data about, but not limited to, an employee's racial and ethnic origin, their sexual orientation or their religious beliefs only where they have volunteered such data and only for the purpose of monitoring and upholding our equal opportunities policies and related provisions.

(c) Data about an employee's criminal convictions will be held as necessary.

## DISCLOSURE OF PERSONAL DATA TO OTHER BODIES

In order to carry out our contractual and management responsibilities, we may, from time to time, need to share an employee's personal data with one or more third party supplier.

To meet the employment contract, we are required to transfer an employee's personal data to third parties, for example, to pension providers and HM Revenue & Customs.

In order to fulfil our statutory responsibilities, we're required to give some of an employee's personal data to government departments or agencies e.g. provision of salary and tax data to HM Revenue & Customs.

Verifying, updating and amending your personal information:

If, at any time, you want to verify, update or amend your personal data or preferences or remove your personal data from our records, please email: [earthworks@earthworksstalbans.co.uk](mailto:earthworks@earthworksstalbans.co.uk) or write to: Earthworks St Albans, Earthworks Hixberry Lane, St. Albans, Herts, AL4 0TZ

Verification, updating or amendment of personal data will take place within 28 days of receipt of your request.

Links to third party websites:

This Privacy Policy applies solely to the personal data collected by Earthworks St Albans and does not apply to third party websites.

Users should be aware that if they access other websites, using the links provided, these are outside our control. If they provide personal data to other companies, the privacy policies of those companies determine the uses to which that information is put and this Privacy Policy will no longer apply. Earthworks is not responsible for the privacy policies of third party websites and advises users to read the privacy policies of other websites before registering any personal data.



## Security:

We recognise the need to ensure that personal information gathered via this website remains secure. We use industry standard Secure Server Software (SSL) for your transactions with us to protect against the loss, misuse and alteration of the personal information under our control.

## Notification of changes

We may update this policy at any time without notice. Any changes to this policy will be notified by an announcement on this website. Your continued use of this website, following the posting of changes to this policy, will mean you accept these changes.