

At the Greensand Trust we are committed to protecting your privacy.

Cookies

When you visit the Sand Museum website pages, we will ask you to consent to our use of cookies in accordance with the terms of this policy when you first visit our website.

A small text files called a 'cookie', may be downloaded onto your computer. This is called a session cookie. This will only remain on your computer until you close your browser. This cookie is not used to identify you personally in any way. However, "usage data" may include your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency, and pattern of your service use. We will use this type of cookie to collect aggregated website statistics that allow us to understand how visitors use the site. The legal basis for this processing is our legitimate interests, namely monitoring and improving our website and services. All the information collected will be anonymous and only used to help us improve the website and report to funders on usage.

A persistent cookie may be downloaded when you first visit the site. These remain in your browser's cookie store between sessions. This type of cookie will allow us to identify repeat visitors to the site. Persistent cookies are also used to allow registered users to use the site without logging in on every visit.

You may opt to view the site without cookies by adjusting your browser's settings. If you do disable cookies some functions of the site may no longer work correctly. Your data may also be available to our website provider to enable us and them to deliver their service to us, carry out analysis and research on demographics, interests and behaviour of our users and supporters to help us gain a better understanding of them to enable us to improve our services. This may include connecting data we receive from you on the website to data available from other sources. Your personally identifiable data will only be used where it is necessary for the analysis required, and where your interests for privacy are not deemed to outweigh their legitimate interests in developing new services for us. In the case of this activity the follow will apply:

1. Your data will be made available to our website provider
2. The data that may be available to them include any of the data we collect as described in section 3 above.
3. Our website provider will not transfer your data to any other third party or transfer your data outside of the EEA.
4. They will store your data for a maximum of [7] years.
5. This processing does not affect your rights under sections 10 or 16 of this privacy policy

Data Retention

Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

We will retain and delete your personal data as follows:

personal data will generally be retained for seven years following date received, at the end of which period it will be deleted from our systems. More details on the specific the period of time for each type of data can be found in our data retention policy.

Notwithstanding the other provisions, we may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or to protect your vital interests or the vital interests of another natural person.

Your Rights

Your principal rights under data protection law are:

- (a) the right to access.
- (b) the right to rectification.
- (c) the right to erasure.
- (d) the right to restrict processing.
- (e) the right to object to processing.
- (f) the right to data portability.
- (g) the right to complain to a supervisory authority; and
- (h) the right to withdraw consent.

You have the right to confirmation as to whether we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data. The first copy will be provided free of charge,

but additional copies may be subject to a reasonable fee. You can access your profile data and adjust your privacy settings by visiting www.greensandtrust.org/my-details when logged into the main Greensand Trust website.

You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.

In some circumstances you have the right to the erasure of your personal data without undue delay. Those circumstances include: the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed; you withdraw consent to consent-based processing; the processing is for direct marketing purposes; and the personal data have been unlawfully processed]. However, there are certain general exclusions of the right to erasure. Those general exclusions include where processing is necessary: for exercising the right of freedom of expression and information; for compliance with a legal obligation; or for the establishment, exercise, or defence of legal claims.

In some circumstances you have the right to restrict the processing of your personal data. Those circumstances are that you contest the accuracy of the personal data; processing is unlawful but you oppose erasure; we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defence of legal claims; and you have objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it: with your consent; for the establishment, exercise, or defence of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.

You have the right to object to our processing of your personal data on grounds relating to your particular situation, but only to the extent that the legal basis for the processing is that the processing is necessary for: the performance of a task carried out in the public interest or in the exercise of any official authority vested in us; or the purposes of the legitimate interests pursued by us or by a third party. If you make such an objection, we will cease to process the personal information unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.

You have the right to object to our processing of your personal data for direct marketing purposes (including profiling for direct marketing purposes). If you make such an objection, we will cease to process your personal data for this purpose.

You have the right to object to our processing of your personal data for scientific or historical research purposes or statistical purposes on grounds relating to your situation, unless the processing is necessary for the performance of a task carried out for reasons of public interest.

To the extent that the legal basis for our processing of your personal data is consent, and such processing is carried out by automated means, you have the right to receive your personal data from us in a structured, commonly used, and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others.

If you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with a supervisory authority responsible for data protection.

To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

You may exercise any of your rights in relation to your personal data by written notice to us.

More details on these rights can be found in our data protection policy.

Our details

This website is owned and operated by The Greensand Trust

We are registered in [England and Wales] under registration number 3702419 and our registered office is at The Working Woodlands Centre, Maulden Wood Bedfordshire MK45 3UZ.

You can contact us:

- (a) by post, using the postal address given above;
- (b) using our website contact form;
- (c) by telephone, on the contact number published on our website from time to time; or
- (d) by email, using info@greensandtrust.org

Data protection registration

We are registered as a data controller with the UK Information Commissioner's Office.

Our data protection registration number is A8316196

Complaints

If you have a complaint about us, or the treatment of your data, you can contact the Charity Commission. The Charity Commission is the independent watchdog for charities. You can make a complaint about a charity on their website at www.charity-commission.gov.uk.

If you've got a complaint about our fundraising activities you can also complain to the Fundraising Regulator. To find out how to go about making a complaint, go to the Fundraising Regulator website at <https://www.fundraisingregulator.org.uk/make-a-complaint/complaints/>

We may update this policy from time to time by publishing a new version on our website.

The Greensand Trust Privacy Policy V2023

