

SURREY TREE WARDEN NETWORK PRIVACY POLICY

This Policy sets out how Surrey Tree Warden Network (“STWN”) will deal with members’ “personal information” *i.e.* information which could identify an individual, or is related to the identity of an individual.

PERSONAL INFORMATION WE COLLECT

When you apply to join STWN, we ask you to provide the following information: title, name, address, email address, telephone number(s) and, where applicable, the name of the council or other body you represent.

The information is collected through our Membership Application Forms or online contact forms.

As required to comply with data protection legislation, when we ask you to provide your personal information, we shall also request your consent for us to store and use that data.

We need to keep your personal information to enable us to provide our services to you, but we would expect to remove your personal information as soon as reasonably practicable after we are informed you have ceased to be a member of STWN. There may be exceptions where, e.g. for legal or insurance reasons, we need to retain your personal information for longer. In such cases, we would expect to delete the personal information as soon as practicable.

USE OF YOUR PERSONAL INFORMATION

We use your personal information in order to provide activities and services to you, for administration, management and planning of STWN, to communicate with you and to develop and improve the provision of STWN activities.

We may communicate with STWN members by email, other digital methods, post and telephone to inform you of STWN activities.

SHARING YOUR PERSONAL INFORMATION

We may disclose your personal information internally to STWN committee members, as appropriate to organise participation in our activities.

We may disclose your personal information externally if legally required to do so.

CORRECTING OR UPDATING YOUR PERSONAL INFORMATION

To ensure the information we hold is accurate, we ask you to inform our Membership Secretary of any changes to your personal information, or of any errors in your personal information held by STWN of which you become aware. Contact details for our Membership Secretary are on our website.

If you wish to check the personal information STWN holds about you, again, please contact the Membership Secretary.

STORING YOUR PERSONAL INFORMATION

Your personal information is kept on a database maintained by the Membership Secretary. A copy of this database is kept by each of the Secretary and the Newsletter Editor.

The computers upon which the database is kept are each protected by security programmes.

CHANGES TO AND COPIES OF THIS POLICY

If you require a copy of this policy, please contact the Secretary. This policy may be varied from time to time by the STWN Committee. Material amendments will be communicated to members through our newsletter.

QUERIES OR COMPLAINTS

If you have any queries about this policy, please contact the Secretary.

We hope you will not have any, but if you have any complaint about our privacy practice, again please contact the Secretary, who will arrange for the complaint to be considered by the STWN committee.

21 MAY 2018