

Petersfield Climate Action Network

Privacy Policy

General Privacy statement

When you register for PeCAN's e-newsletter, sign up to any of our events or services, request information from us, or (if applicable) become a trustee or a non-voting member of PeCAN, PeCAN holds information about you. This statement explains how we look after that information and what we do with it. It does not cover our use of information relating to organisations, although it does cover personal data relating to their staff or representatives.

We have a legal duty under the General Data Protection Regulations (GDPR) to prevent your information falling into the wrong hands. We must also ensure that the data we hold is accurate, adequate, relevant and not excessive.

Normally the only information we hold comes directly from you. Whenever we collect information from you, we will make it clear which information is required in order to provide you with the information, service or goods you need. You do not have to provide us with any additional information unless you choose to. We store your information securely on our computer system, we restrict access to those who have a need to know, and we train our staff and office volunteers in handling the information securely. Any contractors that provide services on PeCAN's behalf are subject to the same data protection precautions as our staff and volunteers.

The main personal data we collect is contact details, which we use to keep our supporters informed (see below), to manage our membership arrangements (where applicable) and to put volunteers in touch with each other (with their permission). We also keep financial records of donations made to us by individuals, for accounting and gift aid purposes, and of fundraising approaches we make to individuals. We may occasionally collect data for other purposes, for example if we conduct surveys of our supporters for research purposes, in which case we will explain how the data will be used.

Our main contact with supporters is through our regular e-newsletter. This includes information about PeCAN's activities, tips on reducing your carbon footprint, and other news relevant to PeCAN's aims. Once you have consented to receive communications from us, you can opt-out of receiving PeCAN newsletters and similar emails by contacting us.

From time to time we will send trustees and non-voting members information relating to their PeCAN membership where applicable, such as a copy of our annual report and accounts or an invitation to our AGM. Individuals wishing to stop receiving this information can do so by contacting us.

If you sign up to an event or service which is being provided by a third party on PeCAN's behalf, or in partnership with a third party, we may pass your contact details to that third party. Your details may also be accessible by some third parties which provide PeCAN's IT services. Third parties are only authorised to use your information to fulfil their contractual obligations to us and will not be permitted to use it for any other purpose.

We will not share your personal information with other third parties unless we have your permission or are required to do so by law.

You have the right to a copy of all the information we hold about you (apart from the very rare case where we may be obliged to withhold information because it concerns other people as well as you). To obtain a copy, write to the Data Protection Officer at Petersfield Climate Action Network, c/o Petersfield Town Council, The Town Hall, Heath Road, Petersfield, Hampshire, GU31 4EA. There is no charge for this and we will reply as soon as possible, at least within the legal maximum of 30 days.

If you believe that any information we are holding on you is out-of-date, incorrect or incomplete, please tell us as soon as possible. We will promptly update any information where appropriate.

This privacy statement may be updated from time to time, so you may wish to check it before submitting additional personal information to us.

Additional information for website users

We use traffic log “cookies” to identify which pages of our website are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to users’ needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

A cookie is a small file which asks permission to be placed on your computer’s hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Approved by PeCAN trustees 9 June 2021