

# Shropshire Climate Action Partnership Privacy Policy

Updated 23 August 2020

## **Our contact details**

Name: Shropshire Climate Action Partnership

Address: Suite 9, Old Bank Buildings, Bellstone, Shrewsbury SY1 1HU

Phone Number: 07976 800730

Email [admin@ZeroCarbonShropshire.org](mailto:admin@ZeroCarbonShropshire.org)

## **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Organisation identifiers and activities associated with individuals
- Social media identifiers associated with individuals and organisations
- Personal preferences and involvement in working groups and supporter networks

## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have signed up as a Supporter
- You have signed up on behalf of an organisation as a Member
- You have provided us with responses to consultations and calls for evidence
- You have joined a working group or provided input to help SCAP run effectively
- You have contacted us

We also receive personal information indirectly, from the following sources in the following scenarios:

- Contact information we have obtained by internet search or other sources of information that are in the public domain. We obtain such information in order to help us make contact with all Shropshire stakeholders relevant to our mission
- Referrals from individuals or organisations in response to our enquiries and searches to assist us in growing our supporter network and engaging with communities and industry bodies of relevance to our work

We use the information that you have given us in order to increase our network of Shropshire residents and organisations that can help or benefit from our work. We also use the information to maintain our database of supporters and members, and to contact you from time to time for the purposes of our mission.

We may share this information with individuals and organisations that are members of our working groups only for the purposes of our SCAP mission. We will not share any information with third parties unless required by law to do so.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is that we have your consent. You are able to remove your consent at any time by contacting us as follows:

- a) You can write to us at:

Shropshire Climate Action Partnership

Suite 9, Old Bank Buildings, Bellstone, Shrewsbury SY1 1HU

- b) You can email us at [admin@ZeroCarbonShropshire.org](mailto:admin@ZeroCarbonShropshire.org)

## How we store your personal information and keep it secure

Your information is securely stored on our webhosts site at <https://www.123-reg.co.uk/> and their privacy policy can be found at <https://www.123-reg.co.uk/terms/privacy/>

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way i.e. password protected or behind lock and key.

We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

If there is a need to dispose of your information, hard copies are shredded and soft copies are permanently deleted.

## Who we share your information with

### Mailchimp

We will use MailChimp, a US-based email service, to store your details and send you email updates. Please note that your IP address is also recorded by Mailchimp.

In the process of working with Mailchimp your data may be transferred outside the UK to the US. Mailchimp is self-certified under Privacy Shield and lawfully transfers UK and EU/EEA personal data to the US according to its Privacy Shield Certification.

You can read MailChimp's privacy policy here: <https://mailchimp.com/legal/privacy/> and find out more about the steps the company has taken to comply with the GDPR here:

<https://kb.mailchimp.com/accounts/management/about-the-general-data-protection-regulation/>

### Zoom

We use Zoom for meetings and working group activities. To attend some of these sessions you will be required to register on Zoom, an online video-conferencing platform. The information required for the registration will be first name, last name and email address.

You can find Zoom's Privacy Policy here: <https://zoom.us/privacy>

### Other

The third-party service providers SCAP uses may be updated from time to time as our needs and legal requirements change.

We plan to keep your personal information for ten years. We will then dispose of your information. We will seek further consent if our plans change. When there is a need to dispose of your information, hard copies are shredded and soft copies are permanently deleted.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [admin@ZeroCarbonShropshire.org](mailto:admin@ZeroCarbonShropshire.org) or write to us at Shropshire Climate Action Partnership, Suite 9, Old Bank Buildings, Bellstone, Shrewsbury SY1 1HU you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [admin@ZeroCarbonShropshire.org](mailto:admin@ZeroCarbonShropshire.org) or write to us at Shropshire Climate Action Partnership, Suite 9, Old Bank Buildings, Bellstone, Shrewsbury SY1 1HU.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>