

# **Fife Communities Climate Action Network Privacy Policy**

*Last updated May 2024*

Fife Communities Climate Action Network takes your privacy seriously.

Under data protection legislation we are a “controller” of any personal data you share with us. This Policy provides notice on how and why we process your data, for how long we will keep your data, and where it is held.

If you have any concerns, you have a right to:

- Request that we correct your personal data if you believe it is inaccurate / incomplete
- Change your communication preferences or restrict processing of your personal data
- Request that we delete your personal data
- Access the personal data that we hold about you through a “subject access request”.

Please contact us at [info@fccan.org.uk](mailto:info@fccan.org.uk) for any of these purposes.

## ***How we use and retain your data***

We use and retain your data in different ways depending on the application:

### *1. Membership*

What we do with your data: We use your data to provide membership services, including e-newsletters and communications regarding relevant events.

Data held: Organisation name, address, website, phone number, email, description; names, email addresses, phone numbers of up to two contact people; any other data on organisation activities you supply us with.

Legal basis for processing data: Legitimate interest – as you have signed up.

Storage: Data is held in a password protected database accessed only by Fife Communities Climate Action Network Steering Group members and Fife Climate Hub staff. Email addresses are also held on our Mailchimp account to enable us to circulate newsletter to contacts.

Retention: We keep your personal data only to provide you with membership services. We update or delete your data on request or on termination of membership.

### *2. Mailing list subscribers*

What we do with your data: We send you an e-newsletter and other occasional mailings about relevant events or projects.

Data held: First name, Last name and email address, areas of interest, community organisation (optional).

Legal basis for processing data: Consent.

Storage: Data is held on our Mailchimp account. Their servers are based in the US and they uphold the EU Privacy Shield to certify their data security.

Retention: We will keep you on this mailing list until you request amendment or deletion. You can unsubscribe any time you want by following the link at the bottom of each mailing.

### **3. Event attendees**

What we do with your data: When you attend one of our events, we collect data to help us plan and organise the event, and for monitoring and evaluation purposes. We may also take photos for documentation or to be used in our future communications.

Data collected: Name, email address, photos.

Legal basis for processing data: Consent.

Storage: . We use Eventbrite's ticketing service for some of our events. Their servers are based in the US and they uphold the EU Privacy Shield to certify their data security. Their servers are based in Europe and they uphold the EU Privacy Shield to certify their data security.

Photos are held in a password protected SharePoint and accessed only by Fife Communities Climate Action Network Steering Group members and Fife Climate Hub staff.

Retention: We keep your details for as long as needed for reporting purposes, maximum 5 years.

### ***Third party suppliers***

We may use third party suppliers to provide services. These suppliers process personal data on our behalf as "processors". They are only permitted to process your data for the lawful purpose for which it has been shared and in accordance with our instructions.

When we share personal information with third parties, we only share such information as required for the specific purposes, and we take reasonable steps to ensure recipients shall only process the information in accordance with those purposes. Examples of who we may share your information with are listed below:

- Instructors, coaches, training providers and event organisers receive details of participants.
- We use MailChimp to send emails. Their servers are based in the US and they uphold the EU Privacy Shield to certify their data security.
- We use Eventbrite's ticketing service for some of our events. Their servers are based in the US and they uphold the EU Privacy Shield to certify their data security.
- We use Microsoft Forms to send surveys to participants. Their servers are based in Europe and they uphold the EU Privacy Shield to certify their data security.

### ***Other uses of your personal information***

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

### ***Your rights***

If you have any concerns, which are not resolved by communicating with us, you can raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk).