

Data Protection Policy

This is the Data Protection Policy for ECO Action for Windsor and Maidenhead and its subsidiary initiatives (referred to as “ECO Action” going forward which also encompass subsidiary initiatives such as ‘Share, a Library of Things’). ECO Action complies with the following privacy principles with respect to personal data. It shall apply to all the staff and third parties involved in business with ECO Action.

Key terms used:

- “Eco Action (‘we’)”: community group comprising the activities of the Eco Action for Windsor and Maidenhead, and its subsidiary initiatives, such as ‘Share, a Library of Things’.
 - “data holder (‘you’)”: the person that owns the data.
 - “personal data”: any information that relates to an identified or identifiable living individual, e.g. name, telephone number, email, address, etc.
 - “processing”: any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated mean.
1. ECO Action has access to lawfully acquired personal data, and it processes that data in a transparent manner. Example data ECO Action may collect include personal identification information (e.g. name, phone number, address and email addresses).
 2. The policy provides protection to any kind of data Eco Action collects with the consent of the data holders when:
 - i. Registering online for our mailing list
 - ii. Voluntarily completing a survey or providing feedback via email
 - iii. Signing-up to our lending platform for Share a LoT (myTurn)
 3. ECO Action will process the data only if and to the extent that:
 - i. It has gained the consent of the data holders
 - ii. The processing is necessary for the relationship of the parties
 - iii. The processing is necessary for compliance with any legal obligations
 4. ECO Action collects information with the explicit consent of the data holders, and it uses it for the explicit, legitimate purposes set forth in this policy and for no other purpose.
 5. Marketing: Eco Action would like to send you information about activities of ours that we think you might like. If you have agreed to receive marketing, you may always opt out at a later date.
 6. You have the right at any time to stop Eco Action from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please email ecoactionrbwm@gmail.com
 7. ECO Action only collects data that is adequate, relevant, and limited for the purpose for which it is being collected.
 8. ECO Action takes every measure reasonable and necessary to maintain the integrity and confidentiality of the information being collected. It does not provide or allow unauthorized persons to access it.
 9. Personal data shall be retained by ECO Action as long as necessary, and it shall be deleted immediately after the need is over.
 10. Personal data may be disclosed to ECO Action's management or IT.
 11. The data holder has the right to ask for any data from ECO Action. Every user is entitled to:
 - i. The right to access – you have the right to request Eco Action for copies of your personal data.
 - ii. The right to rectification – you have the right to request that Eco Action correct any information you believe is inaccurate. You also have the right to request Eco Action to complete the information you believe is incomplete.
 - iii. The right to erasure – you have the right to request that Eco Action erase your personal data, under certain conditions.
 - iv. The right to restrict processing – you have the right to request that Eco Action restrict the processing of your personal data, under certain conditions.
 - v. The right to object to processing – you have the right to object to Eco Action’s processing of your personal data, under certain conditions.
 - vi. The right to data portability – you have the right to request that Eco Action transfer the data that we have collected to another organization, or directly to you, under certain conditions.
 12. If you would like to exercise any of these rights, or if you have any questions about this privacy policy, or the data we hold on you please do not hesitate to contact us at our email: ecoactionrbwm@gmail.com
 13. In case of a breach of the data, ECO Action will notify the individuals and the appropriate authorities within 48-72 hours of becoming aware of the breach.

Should you wish to report a complaint or if you feel that Eco Action has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner’s Office at <https://ico.org.uk> or via their telephone helpline 0303 123 1113.