

## Privacy statement

When you become a member of WinACC, register for our e-newsletter, sign up to any of our events or services, or request information from us, WinACC obtains 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 does cover personal data relating to their staff or representatives.

We have a legal duty under the Data Protection Act 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 WinACC'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, WinACC News, currently published twice a month. This includes information about WinACC's activities, tips on reducing your carbon footprint, and other news relevant to WinACC's aims. If you register with us via our website, you will be asked whether you wish to receive WinACC News. You can opt-out of receiving WinACC News and similar emails via your user account on the WinACC website (if you have one) or by contacting us.

We have additional mailing lists for people who have expressed interest in particular topics and for those who join specific action groups or projects. These lists are maintained on an opt-in basis. If you wish to remove your name from such a list, you can do so at any time by contacting us.

From time to time we will send members information relating to their WinACC membership, such as a copy of our annual report and accounts, an invitation to our AGM and details of trustee elections.

We are required to do this by law. Individuals wishing to stop receiving this information can resign from WinACC membership by emailing or writing to us.

If you sign up to an event or service which is being provided by a third party on WinACC'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 WinACC'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.

We publish the names, but not the amounts, of any donor who gives more than £100 in a year unless asked not to.

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 Winchester Action on Climate Change Ltd, Room 163, Main Building, University of Winchester, Sparkford Road, Winchester, SO22 4NR. There is a charge of £10 for a copy of your data (as permitted by law). We aim to reply as promptly as we can and, in any case, within the legal maximum of 40 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. It was last updated on 22 September 2013. For more information, see our Data Protection Policy.

### **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.