



## **PARKS FOR LONDON PRIVACY STATEMENT**

### **Introduction**

Parks for London (“we”) promises to respect any personal data you share with us, or that we get from other organisations and keep it safe. We aim to be clear when we collect your data and not do anything you wouldn’t reasonably expect.

Parks for London exists to ensure that London’s green infrastructure continues to thrive now and into the future. The charity Parks for London processes personal data to enable the people who plan, design, manage and use London’s parks and green spaces to share knowledge and experience. Our goal is to make London a healthy and sustainable world city; where parks and green spaces make a major contribution to the health and wellbeing of Londoners and to the environment they live and work in.

### **Where we collect information about you from**

We collect information in the following ways:

When you give it to us **DIRECTLY**, you may give us your information in order to sign up for our mailing list, volunteer or communicate with us.

When you give permission to **OTHER ORGANISATIONS** to share or it is available publicly.

We may combine information you provide to us with information available from external sources to improve our network for organisations and groups.

The information we get from other organisations may depend on your privacy settings or the responses you give, so you should regularly check them. This information comes from the following sources:

Third party organisations. You may have provided permission for a company or other organisation to share your data with third parties, including charities. This could be when you buy a product or service, register for an online competition or sign up with a comparison site.

Information available publicly. This may include information found in places such as Companies House and information that has been published in articles/ newspapers.

### **What personal data we collect and how we use it**

We will process your personal data to pursue a legitimate interest to:

- Provide you with the services or information you asked for relating to London’s parks and green spaces;
- Establish or maintain support for Parks for London;
- Provide or administer information for you and those who are supporters of Parks for London the charity or have regular contact with it; and
- Keep a record of your relationship with us whilst you are a supporter or as long as necessary for supporter administration.

The legitimate interest is to provide or give the opportunity, to share information on London's parks and green spaces. We will only use your data in a way that you would reasonably expect, unless we have a very good reason not to.

If you support us, are in regular contact with us, volunteer or ask to be added to a mailing list, we will usually collect:

- Your name
- Your address
- Your contact details (telephone number and e-mail address)

### **Direct marketing**

If it is in accordance with the legitimate interest, we will contact you to let you know about the progress we are making and to ask for donations or other support. We make it easy for you to tell us how you want us to communicate, in a way that suits you. If you don't want to hear from us, that's fine. Just let us know when you provide your data or contact us by e-mailing via our website [here](#).

We do not sell or share personal details to third parties for the purposes of marketing.

### **Children's data**

We do not seek to collect and manage information from children.

If a child is interested in obtaining further information about Parks for London, we will seek consent from a parent or guardian before collecting such information.

### **How we keep your information safe and who has access**

We ensure that there are appropriate technical controls in place to protect your personal details.

We will ensure that your information is only accessible by appropriate staff, volunteers and contractors.

We may need to disclose your details if required to the police, regulatory bodies or legal advisors.

We will only ever share your data in other circumstances if we have your explicit and informed consent.

### **Keeping your information up to date**

Where possible we will seek to use publicly available sources to keep your records up to date.

We really appreciate it if you would let us know if your contact details change.

### **Your right to know what we know about you, make changes or ask us to stop using your data**

You have a right to ask us to stop processing your personal data, and if it's not necessary for the purpose you provided it to us for, we will do so. Contact us by e-mailing via our website [here](#) if you have any concerns.

You have a right to ask for a copy of the information we hold about you, although we may charge reasonable costs to do so. If there are any discrepancies in the information we provide, please let us know and we will correct them.

If you want to access your information, send a description of the information you want to see and proof of your identity by post to Capel Manor College, Bullsmoor Lane, Enfield, EN1 4RQ. We do not

accept these requests by e-mail, so we can ensure that we only provide personal data to the right person.

If you have any questions please contact us by e-mailing via our website [here](#), and for further information see the Information Commissioner's guidance <https://ico.org.uk/for-the-public/>here.

### **Changes to this Policy**

We may change this Privacy Policy from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on the Parks for London website.

If you have any questions, comments or suggestions, please let us know by contacting us by e-mailing via our website [here](#).