PARKS FOR LONDON - PRIVACY STATEMENT

Introduction

The London Parks and Green Spaces Forum, trading as Parks for London ("we") promises to respect any personal data you share with us, or that we get from other organisations and to 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 is a charity, registered in 2014, with the purpose of safeguarding and supporting the management and development of London's green infrastructure. We process 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 ensure that London has a strong network of high quality, thriving, safe, innovative and accessible green infrastructure, serving and enhancing communities, wildlife and the wider environment, now and into the future.

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, such as to 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, we will usually collect:

- Your name
- Your contact details (telephone number(s) and e-mail address)
- Job title
- The organisation you work for
- Your work address, only if needed

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 if appropriate ask for donations or other support. We make it easy for you to tell us how you want us to communicate with you and 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 at: info@parksforlondon.org.uk.

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, they may visit our website, with parental consent or 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; however, if you are able to inform us of any changes to your contact details we would be most grateful.

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: info@parksforlondon.org.uk.

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 our registered charity address: 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 us at the above address and for further information about data protection see the Information Commissioner's Office guidance here.

Changes to this Policy

We may change this Privacy Policy from time to time, either in line with changes to the General Data Protection Regulation (GDPR) as it applies in the UK, tailored by the Data Protection Act 2018 or significant changes to our working practices. 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 under Privacy Policy.

This policy was produced in May 2018, with minor updates made in September 2020.

If you have any questions, comments or suggestions, please let us know by contacting us at: info@parksforlondon.org.uk.