

# [One Planet Matters CIC] Privacy Policy

## **Our contact details**

Name: Kevin Thomas

Address: Moorend Farm, Moorend Road. Hambrook. BS16 1SP

Phone Number: 07378 323380

E-mail: info@oneplanetmatters.com

## **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Email & telephone number

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To help us understand the needs of your community in relation to community growing.

We use the information that you have given us in order to

1. Help us understand the need for developing a growing communities network in specific locations
2. Identify future volunteers
3. Identify who would like to donate produce
4. Identify groups which the community itself wants the GGN to support

We may share this information with local volunteers

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [info@oneplanetmatters.com](mailto:info@oneplanetmatters.com)**

**(b) We have a vital interest.**

**(c) We need it to perform a public task.**

**(f) We have a legitimate interest.**



## **How we store your personal information**

Your information is securely stored In our office location via on our cloud storage .

We keep Names, emails and contact details for the duration of our active project We will then dispose your information by shredding all hard copies and digital data will be electronically deleted from all storage devices.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [info@oneplanetmatters](mailto:info@oneplanetmatters), Tel 07378 323380 if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at **One Planet Matters CIC**, email: [info@oneplanetmatters.com](mailto:info@oneplanetmatters.com). Call 07378323380

You can write to

Kevin Thomas  
One Planet Matters CiC  
Moorend Farm,  
Moorend Road  
Hambrook  
BRISTOL  
BS16 1SP

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office



Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>