

Privacy policy for London Environmental Educators' Forum (LEEF)



London Environmental Educators' Forum ("LEEF") is a registered charity (no. 1168740).

LEEF is committed to ensuring any personal data will be handled in line with the General Data Protection Regulation ("GDPR") and other relevant legislation. See the "*Resources & further information*" section at the end of this document for a link to GDPR information.

This website privacy policy, updated on 24 November 2020, sets out how we obtain, process and store personal data that you have provided to us.

This policy covers:

- What personal information LEEF collects
- How LEEF uses this information
- How LEEF stores personal information and for how long
- What personal information LEEF shares
- LEEF's marketing and communication policy
- LEEF's legal basis for processing information
- Your rights to personal information you provide
- How staff and volunteer personal information is protected
- Updates and reviews

For the purpose of GDPR, data processing is carried out at LEEF, c/o Horniman Museum and Gardens, 100, London road, SE23 3PQ. If you have any questions about this policy, please contact leef@leef.london

Your personal data – what is it?

Personal Data is data that relates to a living individual who can be identified from that data. We might be able to identify you from the data itself or by linking that data to other information we have access to. GDPR tells us how we must process your Personal Data.

How do we process your Personal Data?

We comply with our obligations under GDPR in the following ways:

- by keeping Personal Data up to date
- by storing and destroying it securely
- by not collecting or retaining unnecessary or excessive amounts of data
- by protecting Personal Data from loss, misuse, unauthorised access and disclosure; and
- by ensuring that appropriate technical measures are in place to protect Personal Data.

What personal information LEEF collects

- We only process and store personal information that has been given with written or internet consent, by individual members or their organisational managers or colleagues who arrange their membership.
- Personal information is collected when you fill out a form on our website, over the phone, by post or in person (for example at an event), or, in the case of organisation, it is passed on by the managing colleague.
- The information we collect is the following:
 - a) your full name
 - b) your email address
 - c) your organisation name
 - d) your office address and telephone numbers, or home address if you work at home, or if you are a student or a volunteer mainly based at home
 - e) How you would like to be contacted, and whether we may contact you by phone
 - f) Whether you consent to have your photo used in our social media and promotional materials, should you come to an event
 - g) Your ethnic background
 - h) Your interests, skills and capacities professionally
 - i) Whether you have access to a venue that could host a LEEF event

We are working to ensure we are accessible to a range of diversities and not unintentionally barring engagement to certain groups.

- If you sign up for an individual or freelance membership and/or are supporting LEEF financially we will also collect and hold your bank details.
- If you sign up for our regular email bulletins we will store your name, email address and organisation name for this purpose.
- The only information we oblige you to give us is your full name, organisation or workplace, and email address, along with financial details should you pay for your membership by debit card. All other information is optional.

How LEEF uses this information

The information you provide to LEEF will be used to keep in touch with you and/or process your request.

Examples of ways we use your information:

- To process membership payments, donations or gift aid.
- To send you marketing emails, updates on projects, campaigns and fundraising appeals.
- Invitations and joining instructions for events and gatherings.

-To notify you of any changes relevant to your membership.

- To monitor our membership to ensure we are benefitting and representing the diverse communities of London, for fundraising reasons and to fulfil our own charitable objectives.

How LEEF stores personal information

- Personal information is only accessible to LEEF staff and trained volunteers that have signed a confidentiality agreement. We also store information via our membership database provider, LoveAdmin, who are our data controlled by proxy.
- LEEF holds personal information for as long as you have an active relationship with us. An 'Active relationship' means that you have signed up for membership or been offered complimentary membership for a determined period. You have attended an event of any kind linked to LEEF, or participated in social media, or opened email newsletters from LEEF consistently, all demonstrating your interest. If your membership lapses, your access to certain areas of LEEF activity is terminated but you can still be seen to have an 'active relationship' by doing some of the above on a 'non-member' basis.
- If you choose to cease an active relationship with us by notifying us in writing, we will keep only basic financial details to comply with our financial policy, and we will ensure you are no longer contacted by us.
- We will keep a record of financial transactions such as donations and membership payments for up to six years for financial purposes, including names and details of payees.

What personal information LEEF shares.

- LEEF will not, under any circumstance, sell or share your personal data with a third party for marketing purposes
- We will only share data with third party companies who provide services for LEEF. This will only be specific and necessary data that is needed to provide services, including membership renewals, delivering post, processing card payments, running training events, sending emails and social media.

LEEF's marketing and communication policy.

- LEEF will contact you for marketing and communications purposes with the information you have given with consent.
- See Resources and further information at the end of this page to see the policy of third-party marketing and communication organisations we use.
- If you wish to update the information we hold or how we communicate with you, please contact us:
 - Email us: leef@leef.london
 - Write to us: LEEF, c/o Horniman Museum and Gardens, London Road, SE23 3PQ
 - Call us on 07946271511
- You are able to opt-out of marketing emails/newsletters by clicking the unsubscribe link at the end of any LEEF marketing email.
- You can update your details by clicking the update link at the end of any marketing email from LEEF.

LEEF's legal basis for processing information.

- Where we are processing your personal data on the basis of consent that you have given us, you are entitled to withdraw that consent at any time such that we can no longer rely on it as a basis for continuing to process your personal information.

Your rights to personal information you provide.

You have the following rights with respect to your Personal Data: -

- The right to request a copy of the Personal Data which we hold about you, without any charge
- The right to request that we correct any Personal Data found to be inaccurate or out of date
- The right to request that your Personal Data is erased where it is no longer necessary for us to keep it
- The right to withdraw your consent to the processing we carry out at any time
- The right to request that we provide you with your Personal Data and, where possible, to send that data directly to another data controller
- The right, where there is a dispute in relation to the accuracy or processing of your Personal Data, to ask us to restrict further processing
- The right to object to the processing of Personal Data
- The right to lodge a complaint with the Information Commissioners Office and to seek legal recourse

How staff and volunteer information is protected

All staff and volunteers must adhere to LEEF's privacy procedures. Necessary documents are made available to staff and volunteers. Financial information relating to paid staff is kept for six years for finance purposes.

Updates and reviews

- The latest version of this policy is available on LEEF's website and will be available in physical form at events where data is being collected (for example, where photographs are being taken or new members are being encouraged to sign up).
- In the event of any changes to the law, the privacy policy will be updated. Supporters and members will be informed of any changes that affect their personal data and all necessary changes will be made to protect personal information and comply with the law.
- LEEF's privacy policy will be reviewed every two years; it was last reviewed in November 2020.

Cookies Policy

- Cookies are small text files that are downloaded to your browser when you visit a webpage. Every time you go back to that website, your browser will send the cookie file back to the website's server.
- Cookies allow us to see how many people use the website and what pages they visit. This helps us to improve our site.
- This can also allow us to customise our site according to your individual interests.
- You can set your browser to not accept cookies, however this can limit your ability to use certain

parts of our site.

- For more information on cookies, see the “Resources & further information” section at the end of this document.

Resources & further information.

- The Information Commissioner is responsible for information about GDPR in the UK, see lots online here, and they have a phone line as well: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>
- All our members’ emails are held in Mailchimp. They essentially act as data manager on behalf of LEEF, as one of their members, but the information we choose to ask for is our responsibility. Here’s their policy: <https://mailchimp.com/legal/privacy/>
- If you interact with us on facebook, here’s their policy: [c](#)
- Twitter Policy: <https://twitter.com/en/privacy>
- Instagram Policy: https://help.instagram.com/519522125107875?helpref=page_content
- We hold all our membership information on LoveAdmin, an online database, here’s their privacy policy: <https://www.loveadmin.com/data-protection-and-security/>
- What are cookies? <http://www.whatarecookies.com/>