

# Flete Field Lab CIC: Privacy Policy & GDPR Compliance

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We are a small organisation delivering nature-based projects with volunteers, participants, students and landowners. We sometimes collect personal data (such as email addresses or phone numbers) so that we can:

- coordinate places and times to meet, or let you know if events are cancelled
- tell you about our events or activities that you have indicated you are interested in

In addition, we document events and activities with photos or short videos. These may be shared on our Flete Field Lab social media, or in documents or reports. This helps us share our message, show our funders and other stakeholders that we're doing what we said we would, and hopefully attract more participants and funders.

## Our privacy policy

Flete Field Lab is committed to protecting and respecting your privacy and your right of ownership and control of your personal data. For any personal data you provide for the purposes of your participation or engagement in one of our events, Flete Field Lab CIC is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

## The type of personal information we collect

We may collect and process the following information:

- Your name
- Your email
- Your mobile phone number
- An organisation (such as a university or an employer) that you are affiliated with
- Relevant health and safety information

## How we collect personal information

You may give us your personal information by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise.

## Why we collect personal information

We use the information you provide so that we can contact you to coordinate such things as times and places to meet for an event, or to let you know if an event has been cancelled or re-scheduled.

We may also contact you to let you know of upcoming events, or other items of local environmental news or activities that we think you might be interested in.

We may ask for relevant health or dietary information, where this is relevant. This allows us to ensure your health and safety during an activity, and to make necessary adjustments if needed.

Flete Field Lab will not supply any personal data it holds to any third party.

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

(a) Your consent.

You provided the information to us. You are able to remove your consent at any time. You can do this by contacting [info@fletefieldlab.org](mailto:info@fletefieldlab.org)

and

(b) We have a legitimate interest.

We use the data to keep you informed and to ensure your health and safety at an event.

## Your data protection rights

Under data protection law, you have rights including the following:

- 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 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@fletefieldlab.org](mailto:info@fletefieldlab.org) 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 [info@fletefieldlab.org](mailto:info@fletefieldlab.org).

Our contact details

Name: Flete Field Lab CIC

Address: Moorshead Sawmills, Yealmpton, Plymouth, England, PL8 2ES

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  
Wycliffe House

Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

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