

West Somerset Green Forum GDPR and Privacy Policy



This policy applies to the work of West Somerset Green Forum (WSGF). The policy sets out the requirement that WSGF gathers personal data for membership purposes and for providing services such as advice and support on energy efficiency and environment issues to non-members. The policy explains how personal data will be gathered, stored, and managed in line with data protection principles and the General Data Protection Regulation (GDPR).

The policy is reviewed on an ongoing basis by the WSGF Board to ensure that WSGF is compliant. This policy should be read with the WSGF privacy notice shown below.

Personal data will be:

- A) Processed lawfully, fairly and in a transparent manner in relation to all individuals.
- B) Collected for specified explicit and legitimate purposes and not further processed in a manner which is incompatible with those purposes.
- C) Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- D) Accurate and kept up to date with every reasonable step being taken to ensure that personal data that are inaccurate are erased or rectified without delay.
- E) Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss or destruction.

West Somerset Green Forum Privacy Notice: Your Personal Information WSGF is registered with I.C.O. Reg no : C1195051

How is your information used?

We will use your personal information to:

- Send you newsletters, notices of meetings and other activities via email, phone call or post.
- Contact you regarding any administrative issues, including responding to enquiries and requests from you.

- We will not use your personal information for any reason other than the above.
- We will not pass your personal information on to any other individual or organisation.
- We will retain your personal information for as long as you are a member of WSGF or are a non-member who wishes to continue receiving services from the organisation. Once you have left, not re-joined, or ceased to receive a service, your personal information will not be retained.

Your Rights

You have certain rights over the personal information we hold on you, including the following:

- The right to access the personal information we hold on you.
- The right to request rectification of your personal information, where it is found to be inaccurate.
- The right to request erasure of your personal information.
- The right to request that we do not further process your personal information.
- The right to object to our processing of your personal information.
- The right to lodge a complaint with the Information Commissioner's Office (ICO) if you are concerned about the way we are handling your personal information.
- The right to withdraw consent for us to process your personal information.

Please note that, if you prevent us from processing your personal information, WSGF may be unable to continue communicating with you.

How To Contact Us

If you have any concerns over how we are using your personal information, or to make a request as per your rights above, please contact wsforum21@gmail.com addressed to Data Protection Officer.

Legal Basis for Processing Personal Data

Under the General Data Protection Regulation (GDPR), which came into effect on 25th May 2018, there are a limited number of legal grounds for collecting, storing and using personal information.

The legal grounds for collecting, storing, and using your personal information for the purposes above are as follows:

- You have given your consent for us to process your personal information in order that WSGF may communicate with you.