



## Wales Environment Link Privacy Policy

WEL is committed to protecting the privacy and security of the personal information that we hold. WEL is a data controller for the purposes of the Data Protection Act 2018 and General Data Protection Regulation which came into force on 25<sup>th</sup> May 2018. The Director of WEL acts as the designated Data Controller with overall responsibility for ensuring that the organisation complies with this legislation.

This Privacy Policy explains how and why we collect personal information about WEL members and third parties.

WEL processes personal information to enable us to provide a membership service for the benefit of the national public as specified in our constitution, including:

- to administer membership records;
- to fundraise and promote the interests of the charity;
- to manage our employees and volunteers; and
- maintain our own accounts and records.

We sometimes record contact details for representatives of third party organisations as part of WEL's legitimate work activities. Your personal information is secure with us and will never be released to third party companies for their marketing purposes.

The **charitable purpose** of WEL, specified in our constitution, is to promote for the public benefit the conservation, protection, sustainable use and quiet and responsible enjoyment of the natural and cultural heritage of Wales.

### **Lawful basis for processing your data**

We hold WEL members' data based on **legitimate interests**.

We hold personal contact details for WEL's Trustees on the basis of **legal obligation**.

### **Who is collecting it and how is it collected?**

WEL collects data through WEL membership application process, such as contact details for the organisation's Council representative and the organisation's business address. Any member of the WEL staff team may collect your personal data during the course of their work and via interactions with members, enquirers, advisers and representatives of other organisations.

WEL uses [Dropbox for Business](#) and [Microsoft Exchange](#) to securely store membership data and other contact details in the cloud. Our cloud-based systems are accessible to all WEL staff and use personalised log in and password protection for each member of staff.

WEL also uses [Basecamp](#), a cloud-based online communications tool, to enable our members to collaborate and work together more efficiently. Whilst WEL staff administrate this tool,

Basecamp allows our members to control their own personal data via their own account, and they can choose which information streams to subscribe to.

## **Using your information**

We may use your information to:

- let you know what we are working on and share information relevant to WEL members' interests
- send you our weekly political monitoring report and other communications
- invite you to WEL events, or other third party events that we think may be of interest
- ask for your support in WEL or member campaigns
- ask for your advice or input to various pieces of WEL work
- ask you to nominate and/or vote on constitutional issues, seek financial contributions to projects, participate in WEL questionnaires/surveys.

## **Disclosing your information**

We will never disclose your information to anyone outside of WEL except where we have your consent or else are permitted to do so by law.

## **WEL's website and third party websites**

WEL's website uses cookies and our [cookie policy](#) is on our website. Our website may provide links to other websites outside our control; our privacy policy applies only to our WEL website, [www.waleslink.org](http://www.waleslink.org). We are not responsible for the privacy policies of third party sites which may differ from ours. We cannot accept responsibility for any content or links on third party websites.

## **Storage of information**

We will retain your personal information for no longer than we need it to provide our services and/or products to you. We will try to keep personal information which we hold about you up to date, but if you think that we are holding information which is inaccurate then please contact us to let us know.

## **Accessing your information**

Under the GDPR, individuals have the right to obtain:

- confirmation that their data is being processed;
- access to their personal data; and
- other supplementary information

You can request a copy of your personal information verbally or in writing. If you would like a copy of the personal information that we hold about you, the best way to access your information is to email the Director of WEL or contact us at: Wales Environment Link, Baltic House, Mount Stuart Square, Cardiff, CF10 5FH or on 02920 497 509.

## **Rectifying information**

Individuals have the right to have inaccurate personal data rectified and this can be done by contacting the WEL office either verbally or in writing (see contact details above).

## **Right to erasure**

Individuals have the right to have personal data erased. This is also known as the 'right to be forgotten' (*this right is not absolute and only applies in certain circumstances*) and this can be done by contacting the WEL office either verbally or in writing (see contact details above).

## **Changes to our privacy policy**

We will keep our privacy policy under review; this policy replaces all previous versions and is correct as of March 2019. New policies will be published on our website.

## **Contacting us**

If you have any questions or comments about our privacy policy please contact the Director of WEL on email or on 02920 497 509, or write to us at Wales Environment Link, Baltic House, Mount Stuart Square, Cardiff, CF10 5FH.