



Annex 1 to Data Protection Policy

29th June 2018

This statement explains how we collect and use the information which you give us.

1. WHAT INFORMATION DO WE GATHER AND HOW WE USE IT

a) Personal information:

The Rainforest Foundation UK (RFUK) collects and securely stores several types of personal information that you provide. The exact types of data we store about you depend on your relationship with the RFUK. We collect the information only in connection with specific activities, related to Payroll and Human Resources (staff members only); Programmes and Project work; Procurement of Goods and Services; Fundraising and Communications; or RFUK Service Provision (such as the Mapping for Rights platform).

b) Non-personal information:

For each visitor to our website, our webserver automatically recognises only the visitor's domain name (its IP address), but not the e-mail address. This information helps us generate broad demographic statistics on what types of organisations are visiting the site, which pages they visit and for how long. This helps us to determine how many individuals use our site, how many people visit on a regular basis, which pages are most popular, and which pages are least popular. This information doesn't tell us anything about who you are, it simply allows us to monitor and improve our service.

We also store anonymised data on visits in server log files, which contain IP addresses of machines used to access this site, and the pages requested.

We use Google Analytics to collect information about how people use this site. We do this to make sure it's meeting its users' needs and to understand how we could improve it.

Google Analytics stores information about what pages you visit, how long you are on the site, how you got here and what you click on. We do not collect or store your personal information (e.g. your name or address) so this information cannot be used to identify who you are. We do not allow Google to use or share our analytics data.

Our cookies aren't used to identify you personally. They're just here to make the site work better for you. Indeed, you can manage and/or delete these small files as you wish. To learn more about cookies and how to manage them, visit www.AboutCookies.org

2. LAWFUL BASIS FOR STORING AND PROCESSING OF THE PERSONAL DATA

The Data Protection Act (1998) and GDPR legislation sets out the specific lawful basis under which RFUK can store and process personal data of individuals. Having analysed the data we store and reviewed the procedures relating to processing of personal information, we identified the lawful basis of our processing of the data as below:

- (a) Consent. You have given us explicit consent to process and hold your information for a specific purpose. This would be the case if you agreed to receive our newsletter or signed up for an appeal. We will not contact you if you have not actively opted-in to receive email communication from us. You have a right to ask what information we store about you, amend/correct this information, withdraw your consent at any time and request the data to be destroyed.

- (b) Contract. You have provided us your information because you're an RFUK Employee, Consultant, Volunteer, Intern, Service Provider or Supplier. We will keep your details secure and up to date, and we will destroy the data whenever we no longer need to use it. You have a right to ask what information we store about you and amend/correct this information.

- (c) Legal Obligation. You have provided us your information because you're an RFUK Employee, Consultant, Volunteer, Intern, Service Provider or Supplier or a member of public. Legislation requires RFUK to keep certain data for a specified, minimum period of time. This, amongst others, can relate to Employment Law, HMRC and tax compliance, Health and Safety, Protection of Children and Vulnerable Adults. You have a right to ask what information we store about you.

- (d) Legitimate Interest. In specific situations, RFUK processes your data to pursue our legitimate interests in ways which might reasonably be expected and which do not materially impact your rights, freedom or interests. Our use of legitimate interest includes the following:
 - i. Sending direct marketing information by post, to keep our supporters updated on RFUK's projects, fundraising activities and appeals. We will only do this where we have reason to believe that this information will be of interest and we make it easy for you to opt out.

 - ii. Analysing your previous interactions with RFUK in order to offer relevant ways of supporting RFUK in the future.

 - iii. Sending emails to campaign targets. In this case, the processing is necessary for the performance of a task carried out in the public interest.

3. WHERE WILL THE INFORMATION BE HELD?

Rainforest Foundation UK aims to ensure full compliance with the requirements of the Data Protection Act 1998 and the 2016 General Data Protection Regulation. The Act sets conditions for holding or using personal data. Personal data is data that relates to a living individual. The Act protects individuals if they can be identified from such data or from the data and certain other information.

The Act covers personnel records and applies both to computerised information and to information held on paper, provided that the information is held in a filing system organised by reference to individuals or in such a way that information about individuals is easy to find. Under the principles set out in the Act, your personal data will only be used for purposes deemed relevant to the work of Rainforest Foundation UK.

Personal information will only be disclosed to relevant members of Rainforest Foundation UK staff and third parties where Rainforest Foundation UK has control of the data supplied and how this data is used and stored.

(a) RFUK HR data is stored:

- In hard copy, in a secure cabinet accessible only by authorised staff
- Digitally, on our file server, accessible only by authorised staff
- Digitally, on the HR Database if related to RFUK staff. This data is held on secure servers, accessible only by the authorised RFUK staff and authorised RFUK processors.

(b) RFUK Programmes and Projects

Programmes and project work is stored mostly in electronic format, on the secure RFUK file server, accessible only to RFUK staff. We are aiming to ensure that any project data containing any personal data will be password-protected

(c) Procurement of goods and services

RFUK stores some limited information about our suppliers such as contact details, contracts, and accounts-related data. While supplier information does not fall directly within the GDPR legislation, we are aiming to make sure data is kept securely and any inaccurate or outdated information is destroyed.

(d) Fundraising and communications;

RFUK will use data you have supplied to contact you in the future with updates on our work, administrative queries and fundraising appeals. RFUK will only contact you if you have given explicit consent for the purposes of administering your ongoing support.

RFUK collects and securely stores the personal information that you provide such as name, address, telephone number, e-mail address, and date of birth (where appropriate) in order to satisfy the expectations and requirements of our users, e.g. by communicating with them or registering them for our events. RFUK does not keep credit card details.

We collect the information only in connection with specific activities, such as, petitions, campaigns, feedback or email newsletter subscriptions, etc. You don't have to disclose any of this information if you do not wish to. We keep a log of the amounts and dates of your financial support for our own financial auditing records.

Personal information will only be disclosed to relevant members of RFUK staff and third parties where RFUK has control of the data supplied and how this data is used and stored.

Your data will be stored securely and confidentially on RFUK's database. Only specific RFUK staff members can access this database and these staff members will ensure that your personal data is handled sensitively.

(e) Financial information

RFUK stores financial data (payment tracking, invoices) in relation to our suppliers and service providers as well as details of donations made to us by our supporters for compliance and administration purposes. RFUK does not store bank details or credit card numbers of our supporters – these, if given to us, are held with the service providers processing the payments. We ensure that any data we hold is stored securely and destroyed as soon as it is no longer needed.

(f) RFUK service provision

RFUK provides a number of services, such as access to the MappingForRights platform. Personal information gathered is required for registering new users and protecting RFUK's and Forest Communities intellectual rights as well as for communication purposes (if you consented to receive such updates). The log in details and the registration data is stored on the MappingForRights platform and the RFUK database, accessible only by authorised RFUK staff. Data is deleted with closing of the account / membership of the service provided. Individual service Terms and Conditions apply upon the registration.

4. THIRD PARTIES AND SHARING OF INFORMATION

RFUK only shares information with third parties whenever there is a justified need to process it externally. This includes internal outsourced shared services or service providers who help administer our supporter appeals, communications and mailings. In this case, RFUK ensures that the third party is fully compliant with the Data Protection legislation and regulations and that your data is processed only for the purposes for which you have consented to. The information we gather is never sold, shared or given away for commercial purposes.

5. MANAGING OUR COMMUNICATION WITH SUPPORTERS

RFUK only contacts its supporters where we have explicit and specific consent to do so. These communications can include eNewsletters, fundraising appeals and event invitations. If you want to hear from us or change your contact preferences, you can email info@rainforestuk.org

Registered users can always review and amend the personal data held by RFUK simply by emailing info@rainforestuk.org.

6. ACCURACY OF INFORMATION

The accuracy of personal details is governed by the accuracy of the information users provide. We do not verify personal information. RFUK is not responsible for errors or problems that arise as a result of inaccurate information provided by an individual.

You have a right to ask what data we hold about you and amend any incorrect information.

7. UNDER 18s

If you are under 18, be sure to obtain your parents' or guardians' permission before you send any information about yourself (your name, address, e-mail address, etc.) to us or anyone else over the internet. We encourage parents to get involved with their children's use of the internet and to be aware of the activities in which they are participating.

8. DATA RETENTION AND DESTRUCTION

RFUK has set specific data retention guidance for staff and ensures that information is stored and processed no longer than necessary or specified by relevant legislation. Confidential data is securely destroyed on regular basis.

9. OWNERSHIP OF THE POLICY

RFUK has nominated a Data Protection Officer to review and enforce procedures relating to Data Protection. If you have any questions about your data or our procedures, please contact Matt Wilkosz on matw@rainforestuk.org or 02074850193 (x200)