

Countryside CIC – Trading as Walden Countryside

Data protection policy

Who features in our database and what information do we hold?

- **“Friends”** have given name and email address recorded and sometimes phone details if required for volunteer work.
- **Shareholders** have given us the same details as Friends and we know how many shares you own. By law, we must give the names (but nothing else) of our shareholders to Companies House. This could be the name of an individual or an organisation depending on the shareholder.
- **Free newsletter recipients** may only have given us their email address but, in many cases, we have the same information as “Friends”
- **Wild Child Group Members** provide emergency mobile phone contact details for the parent/guardian of each child.

What do we do with your data?

- We send you news of our activities in an email newsletter and occasional requests for help and support are included in this.
- WhatsApp groups are used for small groups working on joint projects with prior agreement of all individuals involved.
- We do not currently use any other third party service provider to manage communications. If we do this in the future we will ensure the provider is GDPR compliant and inform data subjects of this change via our newsletter.
- We will never provide your details to any other organisation to use for their own purposes without your explicit consent.

- We must provide our shareholders with AGM invitations and associated accounts etc. We do this by email except where shareholders have no internet connection.
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Our Legal Basis for collecting and holding and processing personal data?

- **Friends of Noakes Grove and free newsletter recipients:** We collect, hold and use contact details only with consent of the individual.
- **Shareholders:** We collect, store and share names and number of shares to fulfil our legal obligation to Companies House.

Data protection

- If you have any concerns or queries, please contact our Data Protection Officer (data@walden-countryside.co.uk).
- You may ask to have your data removed from our records, or to receive a copy of our current record, at any time.

How safe is your data?

We hold all the information on our main computer at the registered head office accessible only to certain directors. Backups are held securely on USB drives or secure private cloud storage, accessible only to some directors, to ensuring e continuity case of computer failure.