



Sunnyside Community Gardens

Privacy Policy

Date: 17th February 2023

Our contact details

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The type of personal information we collect:

We currently collect and process the following information:

- Names and Addresses
- Emails and Phone Numbers
- Emergency Contact Details.
- Records of who attends our gardening sessions.
- Records of any accidents.
- Photographs and video of activity at Sunnyside.
- List of attendees for events.
- Any relevant other details necessary for the smooth running of Sunnyside.

How we get the personal information and why we have it:

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- When you completed the new volunteer form.
- If you need to complete an accident incident form.
- By participating in gardening sessions at Sunnyside
- By expressing an interest in our activities and providing us with your contact details

We do not receive personal information indirectly or from other organisations.

How we use the information you have given us:

We use the information that you have given us in order to:

- To contact you in case of emergency, such as the garden shutting in bad weather
- In the event of an accident, where we need to contact your Emergency Contact.
- To keep you updated about our activities, for instance through our WhatsApp group or email newsletters.
- To keep you updated on our fundraising opportunities or activities.

We may share information with medical professionals or statutory agencies, but only in the case of emergency or in the interests of safety.

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

(f) We have a legitimate interest.

This is because we need to be able to keep our volunteers up to date with events and activities at the garden, and need to be able to keep you safe in the event of an accident or emergency.

How we store your personal information:

- Your information is securely held on the original volunteer forms in our filing cabinets.
- We store email and phone contact lists in an electronic form on our computers and on internet servers.
- We analyse questionnaires anonymously.
- We store photos and videos on our computers and on internet servers. We do not identify individuals in photographs or video by their surname.
- We keep volunteer contact details and emergency contact details for at least five years after you stop volunteering at Sunnyside.
- We cannot commit to regularly destroying photographs or videos, because the history of Sunnyside is important to organisation and the community. If you wish to have images or video deleted, please contact us.
- We will dispose your information by deleting electronic records and shredding paper files.

Your data protection rights:

Under data protection law, you have rights including:

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 restriction of processing - You have the right to ask us to restrict 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@sunnysidecommunitygardens.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 the above details.

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>