

Island 2000 Trust Privacy Policy

Your privacy is important to the Island 2000 Trust. This privacy notice provides information about the different types of personal information that we collect and the ways in which we use it, although please note that not all of this will be applicable to you. If in doubt please feel free to check by contacting us using the contact details included at Clause 13

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1. Who are we?

- 1) The Island 2000 Trust (I2K) was formed in 1998 to:
 - promote the conservation, protection and improvement of the physical and natural environment of the isle of wight;
 - promote for the benefit of the public rural regeneration on the isle of wight by any or all of the following means:
 - a) the advancement of education, training and retraining for the rural workforce
 - b) the provision of technical advice and assistance to promote employment opportunities in the countryside
 - advance public education in environmental matters and of the ways of better conserving, protecting and improving the environment.
 - promote the development of existing businesses and the establishment of new businesses on the Isle of Wight

The Island 2000 Trust is incorporated in England and Wales as a Company , no. 03318141, charity registration no. 1083233.

Natural Enterprise (NE) is a subsidiary of the Island 2000 Trust, incorporated in England and Wales, company no 03303358. . Natural Enterprise is the trading arm of the Island 2000 Trust.

This privacy notice covers the use of personal information by both the I2K and NE. and we will clarify in what circumstances NE. uses your personal information. We also explain how your personal information is shared across the organisation.

Please note that our associated charity Gift to Nature, operates through a separate website – www.gifttonature.org.uk. This Privacy Policy equally applies to that website

2. When do we collect personal information about you?

We may hold information relating to you from a number of sources, and will collect personal information about you:

- a. When you give it to us **directly**
For example, personal information that you submit through our website by signing up to a newsletter, contacting us through the "Contact Us" form, making a donation, or any personal data that you share with us when you communicate with us by email, phone or post.
- b. When you visit one of our **websites**

3. What personal information do we use?

We will collect, store and otherwise process the following information:

- a. Your name and postal address
In addition we may collect, store and otherwise process the following kinds of personal information:
- a. Additional contact details including your email address, telephone number(s), and social media identities if you opt to provide them;
- b. Information about our activities which you may use, such as attendance at events and meetings;
- c. Your communication preferences;
- d. Any other personal information you choose to share with us.

4. How we use your personal information

The I2K may use your personal information:

- a. to provide you with services, products or information that you have requested;
- b. to provide access to "supporter-only" services;
- c. to provide updates about our work, services, activities, publications or products (where necessary, and only where you have provided your consent to receive such information such as explicitly subscribing to a specific newsletter);
- d. to invite you to I2K events we feel that you might be interested in;
- e. to process your donations;
- f. to answer your questions/ requests and communicate with you in general;
- g. to further our charitable aim in general, including for fundraising activities and asking for volunteer support;
- h. to analyse and improve our work, services, activities, products or information (including our website) or for our internal records;
- i. to include your contribution in the *Gift to Nature Newsletter* or one of our websites if you contact us with content;
- j. to satisfy legal obligations which are binding on us, for example in relation to law enforcement requests or due diligence checks before accepting major donations;
- k. for the prevention of fraud or misuse of service; and
- l. for the establishment, defence of enforcement of legal claims.

5. Lawful processing

We are required to rely on one or more lawful grounds to collect and use the personal information that we have outlined above. We consider the grounds listed below to be relevant:

- a. **Consent**
Where you have provided your consent for our use of your personal information in a certain way, for example where we ask for your consent to send you a newsletter.
- b. **Legal obligation**
Where the processing of your personal information is necessary for us to comply with a legal obligation to which we are subject.

c. **Contractual relationship**

Where it is necessary for us to process your personal information in order to perform a contract to which you are a party (or to take steps at your request prior to entering a contract), for example Gift to Nature relies on this ground in order to fulfil any order you make online.

d. **Legitimate interests**

We rely on this basis where applicable law allows us to collect and use personal information for our legitimate interests and the use of your personal information is fair, balanced, and does not unduly impact your rights. For instance, it is in our legitimate interest to promote the aims and objectives of I2K and to use the personal data of members in order to do so.

6. Do we share your personal information?

The I2K will not sell, rent or lease your personal information to others. However, we may disclose your personal information to selected third party processors (such as agents or sub-contractors) for the purposes outlined at [clause 4](#). The third party in question will be obligated to use any personal data they receive in accordance with our instructions. We use a third party provider, [MailChimp](#), to send out our newsletters. When you sign up to one of our newsletters your email address and if provided, name is sent directly to MailChimp.

We also use a third party provider, [SurveyMonkey](#), to facilitate our surveys. The information you provide is sent directly to [SurveyMonkey](#).

We reserve the right to disclose your personal information to third parties:

- a. if we are under any legal or regulatory obligation to do so; and
- b. in connection with any legal proceedings or prospective legal proceedings, in order to establish, exercise or defend our legal rights.

7. International Data Transfers

As we sometimes use third parties to process personal information, it is possible that personal information we collect from you will be transferred to and stored in a location outside the UK or the European Economic Area (EEA).

Please note that certain countries outside of the UK or EEA have a lower standard of protection for personal information, including lower security protections. Where your personal information is transferred, stored, and/or otherwise processed outside the UK or EEA in a country which does not offer an equivalent standard of protection to the UK or EEA, we will take all reasonable steps necessary to ensure that the recipient implements appropriate safeguards designed to protect your personal information. If you have any questions about the transfer of your personal information, please contact us using the details at [clause 13](#).

The I2K often conduct online surveys to assist with our campaigns.

Our third party provider, [SurveyMonkey](#), stores your personal data on servers in the United States. They will only use it for the purpose of facilitating the survey. SurveyMonkey is certified under the [Privacy Shield](#).

When you sign up to one of our online newsletters, our third party provider, [MailChimp](#), stores your email address (and, if you provide it, your name) on servers in the United States. They will only use it for the purpose of sending you the Newsletter. MailChimp is certified under the [Privacy Shield](#). You can easily unsubscribe from the Newsletter by clicking on the "unsubscribe" link provided at the end of the Newsletter, or send an email to info@island2000.org.uk. nfo@island2000.org.

8. Securing your personal information

The I2K will take all reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. We restrict access to those who have a need to know and we train staff in handling the information securely. The I2K will store all the personal information you provide on secure servers.

9. How long do we keep your personal information?

Unless still required in connection with the purpose for which it was collected and/or processed, we will generally remove your personal information from our records six years after the date that it was collected. For instance, if you cancel your membership, we will usually delete your personal data from our records 6 years after your cancellation. However, before this date: (i) if your personal information is no longer required in connection with such purpose(s); (ii) we are no longer lawfully entitled to process it; or (iii) you validly exercise one of your rights of erasure under [clause 12](#), we will remove it from our records.

10. Your rights and preferences

The I2K may contact you by post unless you request otherwise, and by telephone, email, social media or other electronic means depending on the communication preferences you have previously indicated.

Where we rely on your consent to use your personal information, you have the right to withdraw your consent at any time.

When we use your personal information you have the right to:

- a. Ask us for **confirmation** of what personal information we hold about you, and to request a copy of that information. If we are satisfied that you have a legal entitlement to see this personal information, and we are able to confirm your identity, we will provide you with this personal information.
- b. Request that we **delete** the personal information we hold about you, as far as we are legally required to do so
- c. Ask that we **correct** any personal information that we hold about you which you believe to be inaccurate.
- d. **Object** to the processing of your personal information where we: (i) process on the basis of the legitimate interests ground; (ii) use the personal information for direct marketing; or (iii) use the personal information for statistical purposes.
- e. Ask for the **provision** of your personal information in a machine-readable format to either yourself or a third party, provided that the personal information in question has been provided to us by you, and is being processed by us: (i) in reliance on your consent; or (ii) because it is necessary for the performance of a contract to which you are party; and in either instance, we are processing it using automated means.
- f. Ask for processing of your personal information to be **restricted** if there is disagreement about its accuracy or legitimate usage.

At any point you can request to unsubscribe from any I2K newsletters you have subscribed to, or remove your personal information from the database by contacting us using the details listed in [clause 13](#).

Please note that where you ask us to delete your personal information we will maintain a skeleton record comprising your name and contact details to ensure that we do not inadvertently contact you in the future. We may also need to retain some financial records for statutory purposes, for example Gift Aid.

Please note that you also have the right to lodge a complaint with the Information Commissioner's Office at www.ico.org.uk/concerns

11. Other websites

The I2K is not responsible for the privacy practices or the content of linked web sites. Please review the privacy notices of such websites.

12. Updating this privacy notice

The I2K may update this privacy notice by posting a new version on this website. If we update this privacy notice in a way that significantly changes how we use your personal information, we will bring these changes to your attention. Otherwise, we would recommend that you periodically review this privacy notice to be aware of any other revisions.

13. How to contact us

The I2K's Privacy Officer is responsible for monitoring compliance with relevant legislation in relation to personal information. You can also contact the Privacy Officer if you have any questions about this privacy notice or our treatment of your personal information:

Email: info@island2000.org.uk

Telephone: 01983 201560

Post: Shide Meadows Centre, Shide, Shide Newport PO30 1HR

Last updated: 25 May 2018