



Community  
Land Trust  
**Petersfield**

# Privacy Policy

How we respect privacy when we deal with personal information collected by our organisation

This Privacy Policy applies to information PCLT (Petersfield Community Land Trust) collect about individuals who interact with our organisation. It explains what personal information we collect and how we use it.

If you have any comments or questions about this notice, feel free to contact us at [hello@cltp.org.uk](mailto:hello@cltp.org.uk)

## 1. Personal data that we process

All the personal data PCLT hold is either obtained directly from you or automatically generated from the interactions PCLT have with you. PCLT do not collect personal data from any other sources.

The following table explains the types of data PCLT collect and the legal basis, under current data protection legislation, on which this data is processed.

Purpose	Data (key elements)	Basis
Enquiring about our organisation and its work	Name, email, message	Legitimate interests - it is necessary for PCLT to read and store your message so that PCLT can respond in the way that you would expect.
Subscribing to email updates about our work	Name, email	Consent - you have given your active consent.
Membership	Name, email, address,	Legitimate interests - this information is necessary for PCLT to fulfill your intention of registering your membership and your expectation of receiving a confirmation message.

Website functionality	Website activity collected through cookies	Legitimate interests - it is necessary for PCLT to store a small amount of information, usually through cookies, to deliver functionality that you would expect, such as remembering the contents of your order before you have fully completed the process.
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## 2. How we use your data

PCLT will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at the top of this policy.

For example, PCLT may use your personal information to:

- reply to enquiries you send to PCLT;
- send updates on our work;

## 3. When we share your data

PCLT will only pass your data to third parties in the following circumstances:

- you have provided your explicit consent for PCLT to pass data to a named third party;
- PCLT are required by law to share your data.
- PCLT are required to supply your details to our Bank, Regulatory and Government Organisations for the continued functioning of the Trust.

In addition, we will only pass data to third parties outside of the EU where appropriate safeguards are in place as defined by Article 46 of the General Data Protection Regulation.

## 4. How long we keep your data

PCLT take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

If you cease to be a member PCLT will delete your personal data within one year. If you wish to have your data deleted earlier than this, PCLT will do this immediately on request.

Your data is kept in Dropbox, a password protected cloud storage site. Dropbox has their own privacy notice which you can find on their website. <https://www.dropbox.com>

## 5. Rights you have over your data

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time and PCLT

will make it as easy as possible for you to do this.

- You have the right to ask for rectification and/or deletion of your information.
- You have the right of access to your information.
- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk/>

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with PCLT.

Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for PCLT to continue to deliver some services to you such as monthly updates.

## 6. Cookies & usage tracking

A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit a website. Cookies are used by many websites and can do a number of things, eg remembering your preferences, recording what you have put in your shopping basket, and counting the number of people looking at a website.

Where cookies are used to collect personal data, PCLT list these purposes in section 1 above, along with other personal data that PCLT collect.

## 7. Modifications

PCLT may modify this Privacy Policy from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, PCLT will notify people whose personal data we hold and is affected.

<http://www.cltp.org.uk/>

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