

The Recreation Trust -Our Privacy Policy (as of 25th May 2018)

Information we collect	<p>Personal information is any information from which someone can be identified. The <i>General Data Protection Regulation 2018</i> covers that personal information which is filed in an easily accessible way. For the Trust this covers only that personal information which is filed under a real estate property name, from which an owner or other person can be identified (from 1931 onwards), and that appearing in our chronological file of minutes and correspondence from 2008 onwards. Our correspondence with our legal representatives is exempted.</p> <p>We collect your personal information only in connection with the matter which brings you into contact with the Trust. Most of this information will concern easements, wayleaves and boundaries. Then the information about you will probably include some of the following: your name, real estate ownership, postal address/ e-mail address and dates of contact with us. And may include some of the following: phone number, Land Registry information, planning applications, deeds of easement and wayleaves and valuations relating to any property concerned, statements supporting an application for an easement, your utility provider(s), contact details of your legal representatives and any other relevant professional advisers or trades persons hired by you for work affecting the greens. And any other information relevant both to the Trust's objectives and the case at hand which you volunteer to us.</p> <p>In cases of trespass; the information May include your vehicle registration, and/or photographs of alleged damage to the greens.</p>
How we use your personal information	<p>We use your information as is necessary to deal lawfully with the matter which brought you into contact with the Trust. These include:</p> <ul style="list-style-type: none">• Processing your application for or about an easement or wayleave, or dealing with your query about boundaries to the greens,• Dealing with matters such as trespass, damage to the greens, or dangerous trees,
How we share your personal information	<p>We may share your information but only as is necessary to deal lawfully with the matter which brought you into contact with the Trust, and only with agencies which have rigorous confidentiality/data protection practices such as solicitors, surveyors, registration authorities, planning</p>

	<p>authorities, prosecution authorities and the courts (unless you request us to supply information to someone outside the above list). However, be aware that for some of these agencies, in some cases, sharing your information means putting it into the public domain: for example in the process of our granting of an easement. Normally all such sharing will be with your consent, unless the matter concerned is a dispute between the Trust and yourself for which the Trust seeks legal remedy, or unless the law requires the Trust to render up information about you.</p> <p>We are not required by law to share with you information disclosed to our legal representatives or a judicial or regulatory body, or the fact that we have shared information with them though in usual circumstances we will do the latter.</p>
<p>Security of your information</p>	<p>We take care to protect your information from loss, misuse, unauthorised access, unauthorised disclosure, erroneous alteration or destruction, to an extent proportionate to our being a small charity, with limited resources and that the data we collect are almost never of commercial or reputational value. Most of the information concerning yourself is now collected and stored electronically via e-mails including electronically transmitted documents, and included in minutes of meetings held in camera. Subject to the need to share such information (see above) and authorised sharing aside, (see above) access is restricted to members of the board and the clerks to the Trust and the Parish Council and the information is received into dedicated password protected accounts with anti-virus protection. The master set is backed up in cloud storage. Some hard copies of these documents, together with written communication and historic documents are stored securely. The Trust is clerk are committed to treating your information in confidence, and meetings of the Trust which verbalise personal data are held in camera.</p> <p>The danger of lost information is mitigated by the fact that you yourself will usually be supplied with copies of any legally significant documents (such as deeds of easement) and copies of these are held for safe keeping by our solicitors and replacements are obtainable from the issuing authority. The likelihood of targeted hacking of Trust-held data is remote. While we cannot guarantee security against random hacking attacks or disruption by malware, the damage done by such attacks would be minimal under most conceivable circumstances.</p>

<p>Cookies and other tracking technologies and links to other sites</p>	<p>We do not use cookies or other tracking devices on our web site. Our web site does not harvest personal information, record who visits it or transmit any data of any kind to any other site.</p>
<p>Your choices</p>	<p>You yourself will probably have chosen to contact the Trust initially and this will be deemed as consent for the Trust to store the information you provide at that time for the time being. We hope this code itself provides you with enough information for you to exercise informed consent as to whether to allow the Trust to retain and add to the information. But, if not, please contact us (see below). Among other things, we can supply you with our operational Data Protection Policy which is more detailed and is what guides our action with regard to personal information.</p> <p>Exceptionally, the issue will be an alleged trespass or damage to the greens committed by someone. Then the use of <i>their</i> information in pursuit of the issue might not be subject to their choice, though they will be informed that personal information is held about them.</p> <p>You may choose to delegate choices to a representative, legal or otherwise, in which case you must tell the Trust that you have done so.</p>
<p>Your right to access to and to correct your personal data</p>	<p>You have the right to receive a copy of that information concerning yourself kept by the Trust in an easily accessible form. However, you do not have the right to view personal information about any other person without their explicit consent or power of attorney/ Court of Protection order. You may request us to correct any errors in your personal information held by us, dependent upon convincing evidence of error being presented, or to have the information deleted, or failing that, to have your disagreement recorded, and, if necessary, to have the Trust notify anyone with whom erroneous or misleadingly out-of-date information was shared. We are committed to respond to such requests within 28 days. To meet your request we may ask for proof of your identity. The Trust is not subject to Freedom of Information legislation.</p>
<p>Disputes and Complaints</p>	<p>In the event of your disagreements with us which cannot be settled by negotiation, or your complaints of our malpractice, we are subject to supervision by the <i>Office of the Information Commissioner</i> to whom complaints about the Trust's management of your information can be made.</p> <p>https://ico.org.uk/concerns/handling/</p>

	<p>or ring 0303 123 1113</p> <p>As the Trust is a charity, complaints about information handling (and any other matters) may be made to the <i>Charity Commission</i>. https://www.gov.uk/complain-about-charity or ring 0300 066 9197</p> <p>Mediation, the small claims court and the civil courts are also avenues which might be sought in the event of disputes that cannot be settled more informally, though you are advised to seek legal advice before taking such action.</p>
The small print	<p>This policy is a simplified version of what we are legally required to do in order to comply with the <i>General Data Protection Regulation</i> which became law on 25th May 2018. For the fine detail see: https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/</p>
Changes to this policy	<p>Changes to this policy will be signalled on our web site http://www.cottered.org.uk/trust.html</p>
Contact us	<p>For queries about this policy, or for a copy of our <i>Data Protection Policy</i>, and for requests to view your own information stored by the Trust: e-mail: trustgreens@gmail.com Tel: 01763 281 368 Or write to Roger Gomm, 1 Cross Green, Cottered, Buntingford, SG9 9QR</p>