

Organic Countryside CIC – trading as Walden Countryside

Data protection policy

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

- “**Friends**” have given email, address and sometimes phone details also a note of your most recent donation.
- **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.
- **Free newsletter recipients** may only have given us their email address but in many cases we have the same information as "Friends"

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.
- We will never provide your details to any other organisation to use for their own purposes without your explicit consent. We do use third party service provider MailChimp to send out our newsletters. MailChimp is fully compliant with GDPR and their data protect policy can be found on their website:
https://mailchimp.com/help/about-the-general-data-protection-regulation/#What_does_Mailchimp_do_to_comply%3F
- We must provide our shareholders with AGM invitations and associated accounts etc. We do this by email except where shareholders have no internet connection.

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@organic-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 in a password protected file with a copy for security purposes in the same room and another (in case the house burns down) in an equally well protected computer at a different address.