



Wokingham District Veteran Tree Association (WDVTA)

www.wdvta.org.uk

Privacy Policy

Personal Data and WDVTA

An individual's confidentiality is protected by the Data Protection Act and, from 25th May 2018, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and the Privacy and Electronic Communications Regulations 2016 (PECR). Personal information supplied by members to the WDVTA will be kept on file and stored securely. Paper copies of Membership Application forms will also be kept securely or securely destroyed after processing. Membership data will be deleted once the member has left the organisation. However, names of past members and their reasons for resigning (but no other information) will be kept for historical purposes.

Members

Membership Application forms, paper and online, request some Personal Data and the applicant's preferred means of communication.

Personal Data

These data include title, name, address, postcode, telephone number(s) (optional) and online email address (optional). This information is required to provide the services offered by WDVTA. These data will be stored securely.

Photographs

Photographs sent to WDVTA as part of the veteran tree survey or the commemorative and special tree inventory for our use remain the copyright of the owner but the owner grants a licence to the WDVTA in perpetuity to publish, retain and grant further licence to them providing this is lawful and within current regulations. Photographs containing identifiable minors must have written parental consent supplied before they can be accepted.

Photographs of minors submitted and retained by WDVTA prior to May 2018, where written parental consent may not have been recorded, can be requested to be removed from the records by writing to the WDVTA Data Controller by post at our postal address as published on our website or by using this link:

www.wdvta.org.uk/dcon.php

Photographs not supplied to us as part of WDVTA tree surveying activities which are used elsewhere in our publications or on our website are either WDVTA copyright or used with the permission of the copyright owner and must not be copied without explicit permission.

Access to WDVTA data

WDVTA will share some personal information of members who are Tree Wardens with the Tree Council. The WDVTA will not share members' information with any other company or organisation, without the explicit permission of individual members, unless required to do so by law.

Members have the right to access a copy of the information the WDVTA holds about them (a subject access request) obtainable, subject to proof of identity, from the WDVTA membership secretary by post at our postal address as published on our website or using the link below.

www.wdvta.org.uk/msec.php

Members have a right to object to the Information Commissioners Office (ICO) if they feel that the WDVTA is not handling their data in a satisfactory manner.

Communication

The WDVTA will ask members to provide formal consent to receive their communications either electronically or by hard copy through the post.

We will use a member's personal data as follows:

1. **Annual General Meeting (AGM)** and any **Special General Meeting (SGM)** information will be sent electronically, or by post to those members who do not provide us with an email address.
2. **Tree Watch** – our quarterly newsletter – this is only sent by email and is also available on our website publications page.
3. **Other communications** relating to WDVTA activities, such as notification of events or matters that WDVTA thinks will be of particular interest to members.

Note: With the exception of notices for General Meetings (AGM, SGM) members can opt out of any or all WDVTA communications at any time by contacting the WDVTA membership secretary by post at our postal address as published on our website or using the link below.

www.wdvta.org.uk/msec.php

Website

Cookie policy: Cookies are small text files that your browser stores on your computer. They are generated by our usage of Google Analytics which helps us to improve the usefulness and relevance of the information we publish. Google Analytics uses cookies to collect statistics on visitor access to the website. These cookies contain no personally identifiable information so do not store names, phone numbers or email addresses. The WDVTA does not use cookies for any other purpose. If you wish you can opt out of Google Analytics cookies. You can also accept or decline cookies by changing the settings in your internet browser. For further information on how to disable cookies, please see this external third-party website:

www.allaboutcookies.org/manage-cookies.

Contact via the website: WDVTA is committed to ensuring that your privacy is protected. If you provide us with your name, email address or other details it will only be used by WDVTA for the purpose of acting upon your inquiry, comment or the information you provide. It will not be shared with third party organisations outside the WDVTA. A record may be kept of your inquiry, suggestion or comment and used to make improvements to our organisation or the information that we publish.

Copyright: The website and its content are copyright of WDVTA or licensed for use by WDVTA except where stated otherwise. Any reproduction or redistribution of content is not allowed other than as follows:

- You may print or download content for your personal and non-commercial use only.
- You may copy the content to other individuals for their personal and non-commercial use, provided that you acknowledge WDVTA as the source.
- Non-profit organisations may use WDVTA material with permission. Where WDVTA material is used and permission granted, the source should be acknowledged, for example: 'Photographs copyright Wokingham District Veteran Tree Association'.
- You may not, except with our permission, distribute or commercially exploit the content of the website nor post the content on another website.

Terms of use: The content of the website is for information and interest and while every effort is made to ensure that the information is accurate and up to date, this cannot be totally guaranteed. The links to other websites have been provided in good faith but the WDVTA has no responsibility for, nor has it any control over, their content and the WDVTA does not necessarily endorse any views expressed therein. The WDVTA is not responsible for the privacy policies or practices of third party websites.

This policy has been approved by the WDVTA Committee.

Signed: WDVTA Data Controller March 14th, 2018

It will be reviewed in 2023 or earlier if required.