

Oak Tree Farm Rural Project Privacy Statement

Preservation of your privacy is important to Oak Tree Farm Rural Project (OTF) and we are committed to letting you know how we use your personal information and to making sure that we use your data responsibly.

References to “we”, “us”, or “our” in this Privacy Policy are references to Oak Tree Farm Rural Project, a charity registered in England and Wales, registered charity number 1138396, and a Company Limited by Guarantee, number 07343296.

1 Information about you.

- 1.1 As a small organisation it is not necessary to appoint a named data “Controller” and “Processor”. The legal responsibility for these roles will lie with the Trustees of Oak Tree Farm Rural Project
- 1.2 We will collect personal information from you when you enquire about our services or register as a member with us. This may include your name, title, email address, physical address and telephone numbers. We may also ask for other non-personal information if this is relevant.
- 1.3 We need to know your basic personal data in order to provide you with on-going information and updates about Oak Tree Farm Rural Project. We will not collect any personal information from you that we do not need.

2 Our use of this information

- 2.1 Your personal information will only be used to process your requests. No third parties have access to your personal data and it will not be shared by us with any outside bodies.

3 Security

- 3.1 We will take all reasonable precautions to prevent the loss, misuse or alteration of any information you give us. We have a Data Protection policy in place to oversee the effective and secure processing of your personal data. This policy is reviewed by the Trustees on an annual basis.
- 3.2 Your information will be retained by us only until you notify us that you no longer wish to receive information and/or are no longer a member, or user of services provided by Oak Tree Farm Rural Project.

4 Cookies

- 4.1 If cookies are used they will only be to assist the purposes set out in this policy and will not be used if we do not consider them necessary.

5 Other information

- 5.1 If you would like us to correct or update your information, or you would like your information deleted from our records, please contact us by one of the following methods
 - by email oakadmin2@btconnect.com
 - by telephone 01889 505653
 - in writing Oak Tree Farm Rural Project, Sandon Road, Hilderstone, Stone,
Staffordshire ST15 8RT
- 5.2 This Privacy Policy will be reviewed annually by the Trustees and updated as necessary.
- 5.3 Links within our website to other websites are not covered by this Privacy Policy.
- 5.4 You have the right to request to see the information we hold on you and if you believe it may be incorrect will correct or delete it. If you wish to make a complaint about how we have handled your personal data, you can contact us to have the matter investigated in line with our Complaints procedure.

Policy v1. dated: June 2018