

Appendix 'A'

Privacy Policy

Our privacy policy is also available on graceandflavour.org/AboutUs

Information and Its Usage

Here at Grace + Flavour we take your privacy seriously and will only use your personal information to administer our membership list, to manage the allotments and to provide you with regular updates from the garden via email or our website.

We will hold your personal details electronically.

It is possible to view our website **without** providing any personal details.

We will only ask for personal information from you where it is necessary for us to provide our service to you. We will only collect this from you, not a third party.

We will only use your contact details to communicate with you.

We also need to hold information on the allotment holders, which includes payment information. Ownership and changes will only be shared with the East and West Horsley Parish Councils to allow us and them to administer the allotments.

We will **NEVER** share or sell your data to any other third party and we promise to keep your details safe and secure.

If you would like to view, amend or remove your details from our Membership Database then please email mail@graceandflavour.org

Young Volunteers

If you are a young volunteer, which includes those on the Duke of Edinburgh (D of E) scheme we will also collect from you relevant parent/guardian contact details. These will only be used to contact a parent/guardian if necessary and will be disposed of when you finish volunteering at the garden.

Newsletter Subscription

By registering your e-mail address with Grace + Flavour, either via our website or via the newsletter website you will receive relevant updates from the garden until you unsubscribe. It is possible to unsubscribe at any time.

Appendix 'A'

'Cookies'

A cookie consists of a piece of text sent by a web server to a web browser, and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

For your information, we do **not** use 'cookies' on our Grace + Flavour website at <https://www.graceandflavour.org>

External Sites

Whilst we make every effort to provide you with links to high quality, reputable sites and to those organisations who have supported Grace + Flavour, these are not under our day to day control. When you click through to these sites or any other site not wholly owned by Grace + Flavour C.I.C., you leave the area controlled by us.

Therefore, we cannot be responsible for the protection and privacy of any information that you provide whilst visiting such sites, which will not be governed by this Privacy Policy. You should exercise caution and look at the privacy statement applicable to the website in question.

Your Rights

The Data Protection Act 2018 is the UK's current implementation of the General Data Protection Regulations (GDPR). Everyone responsible for using personal data has to follow strict rules, the 'data protection principles'. They must make sure the information is accurate, relevant and not excessive, and is used fairly, lawfully and transparently.

The information should, where necessary, be kept up to date and not retained for longer than is necessary.

It should be kept securely to prevent unauthorised access by other people.

You have the right to see what is held about you and correct any inaccuracies.

Changes to this Privacy Policy

From time to time it may be necessary for us to update this Privacy Policy. We will notify any such changes by posting them on our website.

Contact

Questions, comments and requests regarding this Privacy Policy are welcomed and should be addressed to mail@graceandflavour.org