

PRIVACY NOTICE



This Notice is designed to explain how and why information about you will be used by The Lower Windrush Valley Project (LWVP).

How will we use information about you?

We collect personal information in order to deliver services we provide and to keep in touch with our supporters, volunteers and other interested parties.

We will seek your consent to collect and process your personal information.

What type of information will we keep about you?

- Full name and contact details such as phone number, address, and email address where appropriate;
- Information relevant to your interactions with LWVP, for instance Blue Badge number, emergency contact details, health information provided if relevant to volunteering

How will your information be kept secure?

In order to ensure that your information is used appropriately and that your privacy is respected, your personal information will be held and used in compliance with the requirements of all applicable legislation. This means that:

- We will take steps to ensure that your information is kept as safe as possible, and that it is always accurate and up to date
- Only those staff who need to do so will access your personal information

How to I update my communication preferences?

We want to ensure that we keep the details we hold about you up to date and communicate with you fully in accordance with your wishes. If you have specific preferences regarding the type of communications you want to receive, then please inform us on lwvp@oxfordshire.gov.uk.

Who will we share information with?

Your information will not be shared with any other organisation unless it is permitted or required by law and then only if an acceptable procedure is agreed with that other organisation.

It might be necessary to share your information if:

- your health or safety, or that of others, is at risk;
- we wish to prevent or help investigate crime;
- we need to comply with a legal obligation.

What are your rights?

In addition to having the right to be informed about how we will use your information, you have the right (free of charge) to the following:

- to access any personal information we hold about you;
- to have your information corrected if there are inaccuracies or if the information is incomplete;
- to be told if your personal information is lost and if as a result, your privacy and rights may be at risk.
- to withdraw your consent to process your information

If you wish to see the information we hold or if you believe that any information we hold is out of date or inaccurate please contact lwvp@oxfordshire.gov.uk.

Who can I contact with any questions or complaints?

Please contact the project on lwvp@oxfordshire.gov.uk.