



Glasgow Region Outdoor Woodland Learning Privacy Policy

Important information regarding GDPR and how GROWL is using your data

Who are we?

Glasgow Region Outdoor Woodland Learning (GROWL) is an affiliated group of OWL Scotland, a national organisation supported by Forestry Commission Scotland. GROWL aims to:

- 1 - Promote and support the development of outdoor and woodland learning in the region
- 2 - Organise opportunities for schools, communities and outdoor learning practitioners to take part in CLPL, ideas sharing and best practice events.
- 3 - Provide a service and promote recognised standards which allow practitioners and providers to easily contact each other and confidently work together.
- 4 - Become the hub point for promoting outdoor learning events and activities in the region
- 5 - Provide a library of resources, equipment and tools for GROWL members to use in the delivery of outdoor learning activities.

About this policy

GROWL takes the privacy of its audience and members very seriously. This Privacy Policy outlines how your personal information is collected, used and treated. This policy is effective from 1 Aug 2018. We recommend that you check this page regularly to ensure you are happy with any subsequent updates.

Why do we have your data?

We collect information about you that you have given us in the following ways:

- Applying for a job or opportunity
- You are in a photograph or film taken by GROWL
- You subscribe to our mailing list
- You complete an evaluation or equal opportunity form
- You attend a workshop or event
- You contact us via email, phone, in person or by post

- You have told a third party you are happy to share your data
- You engage with us via social media platforms

We may also collect information from publicly available sources as part of our fundraising process and development research. This may include obtaining information from individuals working on our behalf.

What data do we keep?

The information we keep is used for a variety of purposes including your and our safety and for marketing.

1. If you have ever booked onto one of our courses or events, we may have on our records one or more of the following: your name, address, telephone number, email address, dietary and medical information.
2. If you have subscribed to our mailing list, our online database may include some or all of the following: your name, job title, company name, website, your town or city, country and email address.
3. If you have completed our survey, we will store the answers to your questions in order to improve our services and create a map of outdoor learning activity in the region.

Why do we collect data and how do we use it?

We will only collect enough personal data from you to provide the services we endeavour to deliver and will only do this if we have one of the lawful basis for collecting data. The legal basis for processing of your personal data, under the terms of the General Data Protection Regulation (GDPR), is that this processing is 'necessary for the purposes of the legitimate interests' of GROWL as controller of the data collected.

All the above data is stored electronically and used to communicate with you by email and (where you have agreed) telephone. If you do not want to be contacted for marketing purposes please let us know by clicking the 'unsubscribe' link at the bottom of any of our emails.

Your personal data may be shared with third parties if you have booked on one of our events or courses and this is necessary for your safety.

Your personal data will not be subject to any automated decision making or profiling.

We will not sell, distribute or disclose your information to third parties. We may send you information from a partner organisation if you have agreed for us to do so.

Your rights

- Your data will be stored for the purposes described above for a maximum of ten years
- You have the right to access the personal data we hold about you and to verify the lawfulness of its processing

- You have the right to have any errors in the data we hold about you rectified
- Under certain circumstances, you may have the right to have the data we hold about you erased or else place restrictions on how we process your data
- You have the right to object to how we are processing your data and the legal basis for processing, or for direct marketing purposes
- You have the right to complain to your Statutory Authority (the Information Commissioner's Office in the UK) about our handling of your personal data
- Failure to provide us with the data requested may result in us being unable to provide you with the services offered

Security of your personal information

We take appropriate steps to protect all of your personal information we hold from misuse and loss and from unauthorised access, modification or disclosure. This protection applies in relation to information stored in both electronic and hard copy form.

However, you should be aware that internet transmissions can never be guaranteed to be always private or secure. You should assume that any message you send to the GROWL team may be read or intercepted by others unless there is an indication (such as the https padlock symbol) that the transmission has been encrypted.

Consent / Compliance

Your personal information will not be used for any unrelated purpose without your consent.

Third party links and sites

You are able to access third party sites through links on our mailing lists. Any link to a third-party site is provided for your information and convenience only. GROWL is not responsible for and makes no representations concerning the condition of and content of, or products offered at the third party site or their commitment to Privacy Laws. Any link from GROWL communications does not indicate, expressly or implied, that GROWL endorses the site or the products or services offered there. If you access a **third-party site**, it is at your own risk.

How do I unsubscribe?

You can unsubscribe from any or all of GROWL's services at any time, just click on the relevant links on the emails we send you.

Contact details

If you have any questions or concerns about the way in which we handle your personal information, please email hello@glasgowowl.com

For more information about the General Data Protection Regulation and your rights, please visit the Information Commissioner's Office at <https://ico.org.uk>