

Teign Greens CIC Privacy Policy

Our contact details

Teign Greens CIC, Oxen Park Farm, Higher Ashton, Devon EX6 7QW

Tel: 07920 402450 | Email: teingreens@gmail.com

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The type of personal information we collect

We currently collect and process the following information:

- Personal names and contact details (telephone, email and postal address) of scheme members
- Veg box subscription history.
- Personal names and contact details (telephone, email and postal address) of volunteers and staff members.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have filled out an online form via www.teingreens.co.uk
- You have sent us an email to enquire about veg box subscriptions or volunteering.

We use the information that you have given us in order to

- Contact you about your veg bag subscription, employment, volunteering or member events.

We will not share this information with any other organisation or third party.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored on password protected laptops and password protected Google drive.

We keep personal contact details until asked to delete them.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at teingreens@gmail.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at teingreens@gmail.com.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>