



Cornish Ancient Sites Protection Network

Roesweyth Gwith Hen Leow Kernewek

Privacy statement for CASPN May 2018

This statement sets out how CASPN uses and protects any information that you give us. It has been drawn up to comply with the General Data Protection Regulation with effect from 25 May 2018.

Personal information is information that can be used to identify you. Examples of personal information include your name, title, postal address, email address, and telephone numbers. It can also include personal information relating to processes including payment information (such as credit card or bank details), Gift Aid declarations and donations, information relating to volunteering, or social media interaction.

What is the legal basis for collecting your information?

CASP only collects personal information to enable us to carry out our legitimate interests, to enable us to fulfil our obligations relating to the sale of goods and services to a customer and to comply with legal requirements.

CASP's legitimate interests are:

- Fulfilling our duty to members and supporters.
- The promotion, marketing and advertising of our services and products.
- Fundraising and promotion of the interests of the charitable trust.
- Handling enquiries and complaints.
- Complying with legal requirements and regulations.

How do we use your personal information?

Your personal information will only be accessible to our management committee and volunteers if it is appropriate in order for them to carry out their role.

We may use your information in a variety of ways including:

- To process your membership of CASPN.
- To process your Gift Aid payment.
- To send you information about the latest CASPN news, projects and events via our print and e-newsletters and email.
- To send you information about volunteering opportunities and fundraising.

We will not sell or pass on your personal information to other organisations.

We will share your information when we are legally obliged to at the request of a government or law enforcement authority.

We will only share your information, when necessary, with third party services or contractors we have asked to carry out a service on our behalf for purposes such as collection of subscriptions paid by Direct Debit where appropriate. Your information will not be used by a third party for any other purposes and will be deleted as soon as the service has been fulfilled.

You can find out what personal information we hold about you and update your personal information by contacting us at info@cornishancientsites.com You can request the removal of your personal information from our records at any time by contacting us at info@cornishancientsites.com

CASPN takes appropriate steps to ensure your data is securely stored.

We only hold your personal information for as long as is necessary for us to administer our relationship with you.

If we dispose of your information, it will always be done so securely.

Cookies

Cookies are small text files which are stored on your electronic device when you visit our website. Once you agree the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve or website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then data is removed from the system. Overall Cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

We do not use any third-party cookies.

Further information

If you have any questions about the CASPN's privacy policy and your rights, please contact us at info@cornishancientsites.com For further information about data protection and your rights please visit the Information Commissioners Office at <https://ico.org.uk/>.