User Privacy Notice

Introduction
The object of Slow The Flow is to advance the education of the public in Natural Flood Management, Sustainable Drainage Systems and other renewable methods of managing the environment, including the exploration of alternative practices which safeguard the natural environment and its resources in a manner which best fits the specifics of a local geography.

USER PRIVACY NOTICE
Slow The Flow complies with the UK General Data Protection Regulations and the Data Protection Act 2018 to ensure that the personal data you have supplied to us remains secure and is handled properly. As technology develops and data sharing becomes more common, data protection is becoming more and more important.

We want to ensure that you are fully aware of how Slow The Flow will use any data you provide us with.

1. **What are GDPR and Data Protection and why do we need them?**
   GDPR and the Data Protection Act 2018 are two separate but overlapping sets of legislation. Between them, they form a common baseline for the UK and EU member states in respect of personal data (any information that can, itself or with other information, identify an individual), as well as ensuring regulations reflect the digital age.

2. **What data does it protect?**
   The legislation aims to protect any personally identifying data that any organisation holds about you – including but not limited to your name, address, email address and images. Some personal data is more sensitive (known as "special category data") and usually requires your **explicit consent** for us to be able to use it. This includes data about your race/ethnicity, sexuality, health, politics, religion, trades union membership as well as genetic or biometric data.

   Slow The Flow may need to collect some **health** data from volunteers to ensure a) suitability to work on our sites, or b) for HSE reporting in the event of an accident.

3. **How will it affect UK businesses?**
   Essentially, GDPR affects everyone in the UK and all EU member states, from organisations big and small, to customers and consumers. It still applies after Brexit. When it comes to complying with GDPR, the biggest impacts are on organisations rather than consumers, since they are the ones who must align with the legislation. A core premise of data protection legislation has always been that the individual remains the 'owner' of their own personal data, and has a right to know what is being done with it by other organisations..

4. **How does GDPR affect me?**
   Organisations must adopt policies to comply with the regulations, consumers do not have to do anything. However, GDPR and data protection give you as an individual a number of rights when it comes to your data, including:
   a. **The right to be informed** – you have a right to know how your data will be used by an organisation;

b. **The right to access your personal data** – you can ask any organisation to share with you the data they have about you;
c. **The right to rectification** – you can ask an organisation to update your data if it is inaccurate or if something is missing;
d. **The right to erasure** – you have the right to request that a company deletes all personal data they have about you. However, sometimes certain data cannot be deleted as there are other legal requirements that mean it must be kept for a period of time (eg financial records, some employment data, etc);
e. **The right to restrict processing** – if you think there's something wrong with the data being held about you, or you aren't sure an organisation is complying with the rules, you can restrict any further use of your data until the problem is resolved.
f. **The right to data portability** – if you need to move your personal data from one organisation to another, organisations need to help you to do this, where technically possible.
g. **The right to object** – you can object to the ways your data is being used. This should make it easier to avoid unwanted marketing communications and spam from third parties.
h. **Consent** – organisations sometimes need your consent before using your personal information and to continue to use it (for example, to send you emails about Slow The Flow developments and events). Where you have given consent, you have the right to withdraw at any time. We will not always need consent to use personal information, for example, if we need it to meet other regulatory requirements or perform a contract with you, such as becoming a Trustee.

5. Your rights

As listed above, you have the right to object to how we process your personal information. You also have the right to access, correct, sometimes delete, and restrict the personal information we use. In addition, you have a right to complain to us and, if we cannot resolve your issue satisfactorily, to the Information Commissioner's Office (ICO) which is the body that regulates data protection issues.

If you have any queries on GDPR and how your personal data is handled, please don't hesitate to contact us by e-mail at secretary@slowtheflow.net

Change Record

Date of Change:	Changed By:	Comments:
5/8/2020		Approved by Trustees via Trello
24/4/22	TD	Document reviewed and no changes required
21.07.2023	TB	Reviewed – updated references to One Drive to Google Drive & updated references to EU to UK and EU.
30.11.2023	TB	Reviewed – updated in relation to the deletion of photos/scans of documents which record personal details.