

Privacy notice

The Woodland Warrior Programme CIC

Introduction

We are committed to ensuring that any personal data we hold about you is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

Personal data is any information that relates to a living individual who can be identified from that data.

What personal data do we collect?

Personal details that we collect about you includes:

- your name, email, home address, phone numbers, emergency contact details, service history, information relating to your health, details of medical conditions and details of any medication taken.

This information will be collected from you directly in the registration form.

Information collected indirectly: We may obtain your personal data from third parties such as:

A spouse, family member carer, health professional, caseworker who referred you to the programme.

From a military charity or associated military support programmes who has been providing you with support- in order that we co-ordinate appropriate care.

Why we collect this information and the legal basis for handling your data

We use personal data about you in order to support you during your participation in the programme.

This includes using your personal data to:

- contact the named person in case of an emergency
- to support your wellbeing
- to manage any health or medical needs whilst you are participating in the programme.

We also use your personal data for the following:

- To provide you with the services you have requested, and assess your eligibility for those services
- To communicate with you in general
- To inform you of Woodland Warrior Programme news, events, additional courses as well as signposting to services and information
- To report on the impact and effectiveness of our work
- To promote our work, and in grant applications to secure further funding for the continuation of our services.
- To satisfy legal and regulatory obligations
- For the establishment, defence and or enforcement of legal claims.

In addition we collect data from you to evaluate the impact the Woodland Warrior Programme has on the individuals that take part, in order to ensure that we provide a service that best suits the needs of our beneficiaries. This data collection is via online survey and questionnaires.

As our programme is grant funded by external agencies at times the questions and surveys are set by our funders, to monitor and ensure that the Woodland Warrior Programme is fulfilling the requirements of our funders and needs of our beneficiaries. The data collected via these surveys is shared between us and the funders.

Who we share your data with

We will share your personal data if it is deemed necessary to protect you/your our/or others rights, property or safety. For example, by sharing information with social care or the police if you have indicated a serious and imminent intent to do yourself harm.

As the Woodland Warrior Programme is grant funded, we may at times need to share some of your data with third parties who have awarded us the grant funding. For example, we will share WWP experience feedback with our grant funders - such as the Armed Forces Covenant Trust - to help them evaluate the impact of their grant on communities.

Our grant funders are reputable organisations, who have their own set privacy policies relating to data use. If you are concerned about who we are sharing your data with, how they will use that data and wish to view their own privacy policies please contact us and we will direct you to the relevant information. We will only share personal data needed to carry out the evaluation of funding, use of funding assessment and funding allocation and will only do so subject to appropriate safety measures that are designed to ensure your personal data remains secure and is only used for the intended purpose.

How do we protect your data? We endeavour to limit the amount of personal data we share in the aforementioned circumstance, and where possible anonymise any data shared. For example, questionnaires and surveys into personal wellbeing are anonymous where stated.

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

- Having encryption passwords on any computers/electronic items used to store data.
- Keeping paper documents in a locked cabinet.

We limit access to personal data on a need-to-know basis and take appropriate measures to ensure that our people are aware that such information is only used in accordance with our Privacy Policy.

How long do we retain your data?

We retain your personal data until your involvement in the programme has completed. Once complete, the data will be predominately deleted from our systems and any paper copies shredded to the point of destruction.

In some instances (such as support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements.

Your rights with respect to your data

You have the right to:

- request access, amend or correct your personal data
- request that we delete or stop processing your data for example where the data is no longer necessary for the purposes of processing
- request that we suspend the processing of your personal data, for example if you want us to establish whether it is accurate or the reason for processing it
- object to the processing of your personal data where we are processing it in the exercise of our official authority.

Our processing of your personal data relies on your consent, you also have the right to withdraw your consent at any time and the right to ask for your personal data to be transferred to another organisation (known as the right to data portability).

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us via the methods below:
Woodland Warrior **Data Protection Officer:** Louise Goldsmith

Email: info@hiddenvalleybushcraft.org.uk In writing to: Insert postal address

If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.

Completed by Louise Goldsmith 11/10/2020. Review Date: 11/10/2021