



Greener Orkney Privacy Notice

Our contact details

Post: Nyrtoft, Wardhill Road, Stromness, KW16 3HS

Email: greenerorkney@gmail.com

Data controller: Greener Orkney

What information we collect, use, and why

We collect and use the following information to **keep members and others informed of the activities of Greener Orkney**:

- Names
- Address and contact details

We collect or use the following information to **receive donations or funding and organise fundraising activities**:

- Names and contact details
- Bank details

We collect or use the following personal information for **service updates or marketing purposes**:

- Names and contact details (email addresses)
- Photographs and images

We collect or use the following personal information to **comply with legal requirements**:

- Name
- Contact information including address
- Date of birth (Trustees only)

We collect or use the following personal information for **recruitment and employment purposes**:

- Name
- Address and contact details
- Date of birth
- Evidence of right to work in the UK
- National Insurance number, starter checklist or P45, and tax code



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- Employment history (e.g. job application, employment references or secondary employment)
- Education history (e.g. qualifications)

We collect or use the following personal information for **dealing with queries, comments, complaints or claims**:

- Name and contact details
- Details relating to the query, comment, complaint or claim.

We process this information for employment purposes including payroll, pensions, HR administration, and compliance with employment law.

Our lawful bases for the collection and use of your data

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible [lawful bases](#) in the UK GDPR. You can find out more about lawful bases on the ICO’s website [here](#).

Which lawful basis we rely on may affect your data protection rights which are set out in brief below.

We need your personal data in order to deliver our mission:

Greener Orkney is a charity that aims to protect or improve the local environment by supporting community-led initiatives and activities that reduce greenhouse gas emissions and other pollutants, minimise waste, remove litter and enhance local nature. We also provide information on environmental matters that relate to or impact upon life in Orkney.

Our lawful bases for processing personal information include:

- **Contract** – where we need your information to provide services you have requested or to enter into an agreement with you.
- **Legal obligation** – where we are required to process your data to comply with the law (for example, financial or governance requirements).
- **Legitimate interests** – where it is necessary for our organisation’s legitimate activities, provided your rights and freedoms are not overridden. This includes:
 - responding to enquiries or complaints
 - managing relationships with supporters, volunteers and service users
 - administering our organisation
 - Keeping members and supporters informed of our activities and meetings
 - Communicating with members and supporters about our activities
- **Consent** – where you have given clear permission, particularly for:
 - email marketing
 - use of photographs or images
 - You can withdraw your consent at any time.



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We rely on legitimate interests to communicate with members about core organisational activities. We rely on consent for email marketing communications where required by law.

Special category data

In limited circumstances, we may process [special category personal data](#) (such as health information that will be relevant for certain activities). Where we do so, we ensure we have an appropriate lawful basis and meet the additional conditions required under UK data protection law.

Data Protection Rights

You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access.](#)
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)
- **Your right to erasure** - You have the right to ask us to delete your personal information. [Read more about the right to erasure.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)
- **Your right to object to processing** - You have the right to object to the processing of your personal data. [Read more about the right to object to processing.](#)
- **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. [Read more about the right to data portability.](#)
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)



If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Sharing your information

We may share personal information with:

- service providers who process personal data on our behalf, including [MailChimp](#), and [Google](#).
- financial institutions or payment processors
- funders or partner organisations where required for project delivery
- regulators or authorities where required by law
- if a member or charity trustee of the organisation requests a copy of the register of members, the board must ensure that a copy is supplied to them within 28 days, providing the request is reasonable; if the request is made by a member (rather than a charity trustee), the board may provide a copy which has the addresses blanked out.

We do not sell your personal data.

International Transfers

Some of our service providers, e.g. MailChimp, may store data outside the UK, including the United States. Where this happens, we ensure appropriate safeguards are in place, such as:

- adequacy regulations
- standard contractual clauses

How we protect your information

We take appropriate technical and organisational measures to protect personal data, including:

- secure storage systems
- restricted access to personal data
- password protection and encryption where appropriate

Where we get personal information from

- Directly from you
- Charities or voluntary sector organisations for example a volunteer recruitment service.



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How long we keep information

We retain personal data only as long as necessary, including:

- up to 6 years for financial and membership records (to comply with legal and accounting requirements)
- up to 3 years after last contact for service users and volunteers
- recruitment data retained for up to 1 year unless required longer
- employee records retained for up to 6 years after employment ends (in line with legal requirements)

We regularly review the data we hold and securely delete information when no longer needed

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

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

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Policy last updated...29 March 2026

Due for update...29 September 2026 and annually thereafter



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