Privacy & Data Protection Policy

EarthScape CIC | Approved: September 2026 | Review: September 2027

Our commitment: practical, proportionate policies that help us create greener, safer and more inclusive neighbourhoods.

Purpose

EarthScape CIC respects privacy and will handle personal data lawfully, fairly and transparently. This policy explains the principles we apply when collecting, using, storing and sharing personal information.

Data we may hold

Depending on the activity, we may hold names and contact details, volunteer or participant information, event registrations, consent records, photographs, correspondence, supplier details, donation and payment records, and information required for safeguarding or health and safety.

How we use information

We use personal data to run projects and events, communicate with participants and supporters, manage volunteers and partners, administer donations and suppliers, meet legal and funding requirements, safeguard participants and improve our services. We will identify an appropriate lawful basis for each use.

Data minimisation and accuracy

We will collect only information that is adequate, relevant and necessary, take reasonable steps to keep it accurate, and avoid retaining it for longer than needed.

Special category and safeguarding information

Sensitive information will receive additional protection and will only be collected or shared where there is a clear lawful reason. Safeguarding information may be shared without consent where this is necessary and lawful to protect a child or adult at risk.

Sharing and processors

We will not sell personal data. Information may be shared with trusted service providers, project partners, funders or public authorities where necessary and lawful. Where suppliers process information for us, we will use appropriate contractual and security arrangements.

Security and breaches

Reasonable organisational and technical measures will be used to protect information from loss, misuse or unauthorised access. Suspected personal data breaches must be reported promptly to a director so that risk can be assessed and, where required, the Information Commissioner's Office and affected individuals can be notified.

Your rights

Individuals may have rights to access, correct, erase or restrict their personal data, object to certain processing, request portability, or withdraw consent where consent is the basis used. Requests can be made to EarthScape CIC using the contact details below.

Retention and review

Retention periods will reflect the purpose of the information, legal requirements, safeguarding needs and funder or contractual obligations. This policy will be reviewed regularly and when our data practices materially change.

Questions or requests for an accessible version: earthscapecic@gmail.com