

Sustainable Tockwith Ltd – Privacy Notice

1. Who We Are

Sustainable Tockwith Ltd (“we”, “us”, “our”) is a **UK non-profit company limited by guarantee** formed as a community group to oppose the unsuitable housing development proposed by Hallam Land Management and promote sustainable planning in Tockwith and surrounding areas.

Registered office: *43 Bunting Drive* Email: hello@sustainable-tockwith.org.uk Company number: *17340986*

We are the **data controller** for the personal information we collect and process.

2. What This Notice Covers

This Privacy Notice explains:

- What personal data we collect
- How we use it
- Our lawful bases for processing
- How long we keep data
- Your rights under UK GDPR
- How to contact us about your data

3. The Personal Data We Collect

We may collect and process the following types of personal data:

- **Contact information** — name, email address, phone number, postal address
- **Supporter and membership details** — mailing list preferences, volunteer involvement
- **Correspondence** — emails, messages, or enquiries sent to us
- **Planning-related communications** — submissions, comments, or evidence you provide
- **Event participation** — attendance records, photographs (with consent where required)
- **Website interactions** — basic analytics (non-identifying)

We do **not** intentionally collect special category data unless necessary (e.g., accessibility needs for events).

4. How We Use Your Personal Data

We use personal data only for purposes connected to our community mission, including:

- Sending newsletters, updates, and campaign information
- Coordinating volunteer activities

- Responding to enquiries
- Organising events and meetings
- Engaging with planning consultations and local authorities
- Maintaining statutory company records
- Managing our website and digital communications

We **never** sell personal data or use it for unrelated marketing.

5. Lawful Bases for Processing

Under UK GDPR, we rely on the following lawful bases:

- **Consent** — for mailing lists, newsletters, and optional communications
- **Legitimate interests** — for organising community activities, campaigns, and planning responses
- **Legal obligation** — for company records required by Companies House or HMRC
- **Contract** — where volunteers or suppliers enter into agreements with us

You may withdraw consent at any time.

6. Sharing Your Data

We may share personal data only when necessary:

- With trusted service providers (e.g., email platforms, cloud storage)
- With public authorities when submitting planning responses
- When required by law

All third parties must comply with UK GDPR and act only on our instructions.

We do **not** share data with political parties, commercial developers, or external campaign groups without explicit consent.

7. How We Store and Protect Your Data

We use secure cloud-based systems with encryption, access controls, and multi-factor authentication. Personal data is stored either:

- In secure digital systems
- In locked physical storage

Volunteers accessing data must follow our **Data Protection Policy**.

8. How Long We Keep Your Data

We keep personal data only as long as necessary for the purpose it was collected. Typical retention periods include:

- Mailing list data — until consent is withdrawn
- Volunteer records — 2 years after involvement ends

- Company records — 6 years (statutory requirement)
- Planning correspondence — duration of the campaign plus 2 years

A full retention schedule can be provided: **Data Retention Schedule**.

9. Your Rights

You have the following rights under UK GDPR:

- **Right of access** — request a copy of your data
- **Right to rectification** — correct inaccurate information
- **Right to erasure** — request deletion of your data
- **Right to restrict processing**
- **Right to object** — including to legitimate interest processing
- **Right to withdraw consent**
- **Right to data portability**

To exercise any of these rights, contact us at *[Insert contact email]*.

We will respond within **one month**.

10. Cookies and Website Analytics

Our website may use minimal, non-identifying cookies for functionality or analytics. Full details are provided in our **Cookie Notice** if applicable.

11. Children's Data

We do not knowingly collect personal data from children under 16 without parental consent.

12. Data Breaches

If a data breach occurs that poses a risk to individuals, we will:

- Notify the Information Commissioner's Office (ICO) within 72 hours
- Inform affected individuals where necessary

13. Contact Us

For questions, concerns, or data requests, contact:

Data Protection Lead Sustainable Tockwith Ltd Email: *hello@sustainable-tockwith.org.uk*

14. Updates to This Notice

We may update this Privacy Notice periodically. The latest version will always be available on our website.