



Oxford City Farm Privacy and Data Handling Policy

Privacy Statement

We are committed to protecting the privacy of your data. We wish to respect any personal data you share with us and keep it safe. We aim to be clear when we collect your data about why we are collecting it and not do anything with it that you wouldn't reasonably expect.

Please read this Privacy Policy carefully to understand our practice regarding your personal data and how we will collect, use and store your personal data. We review this policy regularly and may update it to reflect new legislation or in relation to new activities or services we deliver, so please check it regularly.

Who we are

Oxford City Farm is a community led project in East Oxford. Established to bring hands on resource for local people to learn and gain experience on food, farming and the wider environment. It is a hub for other community activities.

Status

Registered Charity No. 1144439

Company registered at Companies House 7239285

Registered Agricultural Holding 33/280/0339

Address

Cornwallis Road

Oxford

OX4 3NU

Oxfordcityfarm.org.uk

info@oxfordcityfarm.org.uk

<https://facebook.com/OxfordCityFarm/>

Twitter - @OxCityFarm

Why we collect information

We collect information to allow us to provide you with information about Farm activities and events; to provide you with related information we think you may be interested in; to update you on Farm developments.

We may also collect information to help us to understand how people use the information we provide on our website and send out in email communications so we can improve how we communicate with you, how we fundraise, and how we operate more generally.

How we collect information

We hold information about you that you have given to us directly in order for you to receive information and updates. Information that we have collected when you take part in any of our organised activities; when you volunteer with us; when we raise funds; when you respond to a survey or when you otherwise engage with us on our website. When you give us information in this manner, we may store this information.

We may link our website directly to other sites. (eg an online funding platform such as MyDonate or Virgin giving) This privacy notice does not cover external websites and we are not responsible for the privacy practices or content of those sites. We encourage you to read the privacy policies of any external websites you visit.

What personal data we hold and how we use it?

If you contact us via email or our website we will keep your data to ensure we have followed up your enquiry or for future use in respect of your original enquiry.
If you become a supporter of the Farm we will hold your name and email address on a group email list so that you can receive periodic updates.

In addition for volunteers

We collect your address and contact details as well as a next of kin contact.

We will hold any specific medical information that you provide us with to ensure your safety and well-being on site.

We will additionally maintain a paper based and electronic file of contact details.

We will keep an Accident/Incident book on site.

We will keep photos and digital images including film and audio of you which, with your consent, we may use as evidence to our funders as well as in our promotional materials such as website and annual reports.

We may request other information where it is appropriate and relevant, only with your consent.

Communications

We may contact you by email to let you know about our events and activities that might be of particular interest to you; and provide you with information about and the opportunity to participate in our activities. We will provide the opportunity for you to opt-out from receiving our communications every time we contact you.

You can also opt-out from receiving our communications, or update your contact preferences at any time by emailing: info@oxfordcityfarm.org.uk

Young person's data

Where a volunteer, pupil or farm user is under 18 we will gain consent from both themselves as well as their legal parent or guardian.

How we keep your data safe and who has access to it

We do not sell or share your personal details with any third parties unless we need to disclose your personal information upon request to regulatory and government bodies, law

enforcement agencies and suppliers we engage to process data on our behalf (eg: Disclosure and Barring Service).

Your digital data will be stored securely on the Oxford City Farm's Google Drive which is password protected – access to files containing personal data is limited to those who legitimately need to access them in relation to the role they perform within the organisation.

Paid staff, contractors or volunteers will not keep any files containing personal information on their own computers.

Paper files containing very basic information- such as name and arrival time on site eg.- Volunteer sign in forms will be kept in view for the duration of the volunteering session. Paper forms with more detailed information – such as emergency contact information and any allergies or medical details Eg – new volunteer sign up forms will be kept in view of a member of staff or lead volunteer for the duration of the session and locked in a secure filing cabinet between sessions.

Corrections to your information

Please let us know if your details change. You may also ask us to correct or remove information which is inaccurate.

Your rights

In certain circumstances you have a right to require us to stop processing your personal data in a way, or for your data to be erased from our database. If it is not necessary for the purpose you provided it to us for (e.g. providing you with a service or item you have requested) or we do not otherwise require the data to be archived for future reference, we will do so.

The legal basis that we rely on for processing your data is either where:

- You have provided your consent to us using your data in a certain way;

- It is within our legitimate interests, or

- It is necessary in connection with the performance of a contract with you; or

- It is necessary for compliance with a legal obligation to which we are subject.

You have a right to ask for a copy of the information we hold about you. If you want to access your information, please send a description of the information you want to see and proof of your identity.

Please let us know if you have any queries or concerns about the way that your data is being processed by contacting us using the details below.

You are also entitled to make a complaint to the Information Commissioner's office, and for further information see the Information Commissioner's guidance here

<https://ico.org.uk/for-the-public/personal-information>.

Data retention

We keep data for as long as there is a need to keep it in connection with the purposes for which it was collected.

We may keep your personal data after a particular matter or exchange has concluded but purely for record keeping purposes and to be able to respond to queries. In some cases, we are also obliged to retain your personal data to comply with legal or statutory obligations (for example, to keep records of contractual or financial matters).

Whilst the specific time periods vary depending on the circumstances, in general we will not keep

records that include personal data for more than 6 years after a particular matter or exchange has concluded.

If you ask us to stop sending you communications, we may retain certain details, such as your name, to help us ensure that you are not contacted again.

Contact

Questions, comments and requests regarding this privacy statement are welcomed and should be addressed to info@oxfordcityfarm.org.uk

Changes to this privacy policy

We keep our privacy policy under regular review. This privacy policy was last updated in May 2022