

PRIVACY NOTICE

Your privacy is important to us. This privacy notice explains how we collect, manage, use and protect any information that you give to us. This notice was last updated in March 2019. If we make any significant changes in the way we treat your personal information we will update this notice accordingly.

Who We Are

WildTeam UK is a registered charity in England and Wales (1149465) and a company limited by guarantee (08163375). We give conservationists skills to design and deliver amazing conservation projects that help to save more wildlife. Processing and retention of personal information is governed by the Data Protection Act 1998 and the General Data Protection Regulation 2018. If you would like more information, would like to change the way we communicate with you, or want us to amend or delete any personal data we may hold, please contact hello@wildteam.org.uk.

Information you give us

We receive, collect and store any information you enter on our website or provide us in any other way. Your personal information will only be used for the transactions, communications or activities that you authorise. We will always take all reasonable steps within our power to make sure your information is safe.

We collect this data for a variety of reasons, including:

- To process a payment or donation on our website. WildTeam UK will record and store details such as name, amount, payment method and date of transaction for our required accounting records
- To process a gift aid claim, we are required to store and submit data such as name, full address, donation amount and date to HMRC
- To respond to your enquiry
- To sign you up to our newsletter and manage your communication preferences
- To provide support or a service to your organisation, or you as an individual
- To register your information on one of our training workshops
- To record how you have been involved with WildTeam UK
- When you use our social media pages
- If you contact us or become involved with us in any other way not listed above.

Examples of times your personal data may be generated by your activities are:

- Your IP address logged when you visit WildTeam UK's website and/or sign up to our email newsletter (sent out via MailChimp)
- Our website uses local storage such as cookies and Google Analytics
- Transactions carried out on our website are processed by a secure, third party payment process provider such as PayPal or Stripe
- When making a donation through a third-party platform such as JustGiving, Virgin Money Giving or via referral fees, only relevant data such as name, amount and date, will be passed on to WildTeam UK.

Other types of data, with your consent:

- We may need to collect other sensitive personal data if you are attending one of our training workshops, (for example, emergency contact, accessibility requirements etc.)
- To highlight our work, we may use images and videos of you taking part in our training workshops
- To show the impact of our work, we would like to include everyone who passes a WildTeam skills assessment to appear on our skills assessment map. The information we would like to include on the map is the assessment passed, your name, and where you are based (as filled in on the exam). With your permission, we can add other details to the map including a photo, a quote, and/or contact details if you would like
- If you are an employee or member of a partner organisation, we may keep a record of your name, job title, work-related contact details and your signature relating to any contracts
- If you apply for a job or volunteering opportunity with WildTeam UK, we will store your contact details and application for a short time during the recruitment process
- Anonymous information and demographics may be used in any surveys we publish or in demonstrating our impact
- Please note we will never sell your data or share personal details with third parties so that they can market to you.

If at any time you would like to change your preferences or withdraw your consent, please let us know.

Storing your data

We ensure that any personal data we collect that needs to be stored is securely kept. We control who has access to your information, follow data protection policies and procedures, and ensure our staff receive data protection training.

WildTeam UK's website (www.wildteam.org.uk) is protected by a Secure Sockets Layer (SSL) to give you peace of mind when inputting data or carrying out transactions via our website. Please make sure your computer is secure when carrying out any online activities. We offer two secure payment providers, PayPal and Stripe. We do not retain any financial information. The payment providers monitor every transaction to help protect against fraudulent transactions. Your data is encrypted before transmission to prevent misuse by third parties and is only readable by the Stripe or PayPal payment system.

Our website is hosted on the Wix.com platform. Your data may be stored through their data storage, databases and applications, on secure servers behind a firewall. All direct payment gateways adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard and American Express. PCI-DSS requirements help ensure the secure handling of credit card information.

When your data is stored by us or our secure suppliers, we will ensure that we are doing so in accordance with the law. The length of time your data is stored for depends on the purposes for which it was collected and recorded.