

Restore Environmental

Privacy Policy



This policy outlines how your personal data will be collected, stored and used, this policy may be updated from time to time so, we recommend that you check back periodically.

When you work for or join Restore Environmental you provide us with your personal information in order for us to perform the functions of the business.

If you have any queries regarding how we collect, store and use your personal data, or regarding any of these policies, please contact our data protection officer at:

Data Protection Officer
Restore Environmental
Bowen Suite
The Globe Centre
Accrington
BB5 0RE

email DPO@Restore-Environmental.Org.UK

When you work for or join Restore Environmental you consent to us using your information for us to perform the functions of the business. The aims and objectives of Restore Environmental are set out in our articles of association.

The functions of the business include tackling invasive non native species, managing vegetation, trees and land improving nature and biodiversity, providing employment, training and education within the sector and of course keeping our members up to date with our projects.

To enable us to function efficiently it is essential that your details are kept up to date, this includes but is not limited to, telephone numbers, email addresses, home and workplace addresses.

We understand that updating your details might not be at the top of your priority list but urge you to keep your details up to date, so that we can continue to fully support you.

We will use the information we hold to contact you with updates to ensure that training needs are met and skills gaps addressed.

We may on occasion contact you to confirm that our records are up to date.

In order to ensure that we can support you effectively it is important for us to understand who you are. Providing equality monitoring information is not mandatory, but where this information has been given we may use the information for statistical analysis about the makeup of the organisation or a particular team or sub sector.

This may include information such as age, gender, ethnicity, religion, sexual orientation, disability, socioeconomic background, education etc.

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We may share our statistical analysis with third parties such as trade unions. However we will make sure that data is anonymised before we share this information to prevent any individual being identified.

We may also use your information to conduct research about your views, for example we may contact you regarding topical issues within the industry or your satisfaction with the organisation.

You may ask for your data to be removed at any time, however we might not be able to remove anonymised data that has already been analysed.

When you sign up to training events provided by or on behalf of Restore Environmental CIC, we will keep a record of your attendance and training to track your learning and progress and to inform you of other courses that you may be interested in.

It is a legal requirement that our membership records are kept up to date and we will store your information throughout your membership of Restore Environmental and for a reasonable period following the termination of your membership. This will be done in accordance with the law.

We offer a number of contact methods including post, email, telephone calls, SMS and social media.

We offer an opt in for marketing and other services provided by Restore Environmental CIC. You can update your preferences at any time by contacting your line manager or the HR team HR@Restore-Environmental.Org.UK

Once you have updated your preferences it may take up to 5 working days for us to update our system and add or remove you from marketing lists.

When you contact us, the forms you complete, the emails or letters you send may contain information about you such as your name, address, email address, contact point at an organisation and your enquiry. We will use this information to respond to your enquiries and may use the information to update our records. Our staff may need to record and pass on your information internally to allow us to respond to your enquiries.

Access to our membership database is strictly controlled and will only be used for official purposes. Safeguards will be put in place to protect data and prevent abuse of the personal information we hold. Any person who accesses or uses information inappropriately will be subject to disciplinary action and may be prosecuted for a criminal offence. We will always support a conviction where a criminal offence has occurred.

We will use third parties to provide services on our behalf, this includes but is not limited to organisations such as mailing houses, to print and deliver letters for us, email service providers and research companies, who conduct surveys on our behalf.

We check every supplier that we use to ensure that your data is kept safe and secure, and to make sure that it is only used for the purpose we intend.

Where you have agreed for us to share your information with one of our selected partners for marketing purposes we will check with third parties to ensure that your data will be kept secure and only used for the intended purpose.

We cannot be held liable for information once it has been passed to a third party.

Where we suspect or become aware that a third party has mishandled your data we will immediately suspend our relationship with this organisation and inform you, providing you with as much support as we can.

We will make all efforts to ensure that all information stored by Restore Environmental is stored within the EEA, but there may be occasions where this is not possible.

Where data is transferred outside of the EEA we will always ensure that appropriate data processing agreements are in place to ensure the security of the data we hold. Information will be covered by EU-US Privacy Shield or appropriate model contracts where stored in the US.

We may contact you via social media but we will not give social media companies your information for their own use.

Our website uses cookies. When you first visit the website you will be asked to click accept “cookies”, which you can choose to do or not. A cookie is a small file that is stored on your computer. We may use cookies, including analytical cookies provided by third parties such as Google. We use cookies in order to tailor your experience on our site according to the preferences that you have specified. However, we only access the information stored in your cookie file. We will not access any information stored in a cookie placed by other websites. Our cookies do not contain personally identifiable information, other than your IP address, which itself is rarely enough to identify you as an individual.

We may use tracking pixels to encourage people to revisit our website, get active in a campaign or support our work.

Where we hold information on a server it will have:

A good physical security guard service

Physical entry restrictions to the property and facility

Physical entry restrictions to the data centre within the facility

CCTV coverage

Dedicated back up system

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Restore Environmental CIC is a Community Interest Company registered in England and Wales under company number 17214585.
Registered office: Bowen Suite, The Globe Centre, Accrington, Lancashire, BB5 0RE
www.Restore-Environmental.Org.UK
03337724289

Discrete property as to not draw attention to the facility

The reasons we hold and process your personal data are twofold.

Consent – when you joined the organisation as a member or as an employee you gave your consent for us to use your data for this purpose. This is the basis for the majority of processing of information that we do.

Legitimate interest – this is where the organisation has a legitimate reason for using your information e.g. there is a legitimate interest in conducting research into what our members and staff think about certain issues, so that we can target the issues that matter to you, such as invasive non native species in a particular area. Whilst this might not be explicitly contained in our articles of association it is something that is a legitimate benefit to our members so would fall under the “legitimate reason” for processing your information.

If you would like to discuss our privacy policy or anything surrounding your data and how we use it you can contact our data protection officer via post or email DPO@Restore-Environmental.Org.UK but should you wish to make a formal complaint against Restore Environmental, you can find information on the Information Commissioners website www.ico.org.uk

In summary, by joining or working for Restore Environmental you agree to us processing your personal information including sensitive personal information, such as name and address and bank details, for the reasons outlined above. Whilst our privacy policy may sound a bit wordy and legal our message to you is simple, we will look after your data, keeping it safe and secure and only using it for the reasons set out, such as ensuring our staff have the right training or processing your wages. Where we work with third parties we will do everything we can to ensure that they work to our high standards. When it comes to communication we believe you should be in control, that is why you can change your preferences at any time. Should we become aware that there is a problem surrounding your data we will let you know.

Approved 16/05/2026

J Armstrong

Director

This document should be reviewed periodically by Restore Environmental senior management.

Review Date ____/____/____