

Privacy and Data Security Policy



R:evolve Recycle is committed to stakeholder privacy and data security. This Policy explains when and why we collect personal information about people who enquire about/use our services or visit our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure. We may change this Policy from time to time so please check our website occasionally to ensure that you are happy with any changes. By using our services and/or website, you are agreeing to be bound by this Policy. Any questions regarding this Policy and our privacy practices should be sent by email to enquiries@revolve-recycle.co.uk or in writing to R:evolve Recycle 56 Hamilton Road Cambuslang G72 7LD

The rules on processing of personal data are set out in the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Who are we?

We are R:evolve Recycle SCIO, a South Lanarkshire charity which runs a range of voluntary products and services that help people take action on Climate Change. We are classed under the GDPR regulations as a data controller. That means we decide how your personal data we receive is processed and for what purposes.

R:evolve Recycle SCIO is a registered Scottish charity (SC051655) The registered address is 56 Hamilton Road Cambuslang G72 7LD enquiries@revolve-recycle.co.uk

How do we collect information from you?

We obtain information about you when you use our website or contact us by phone or in person to use one of our services; for example, register to join, contact us about products and services, make a donation or join our workshops.

What type of information is collected from you?

The personal information we collect might include your name, address, email address, phone number, IP address, and information regarding what pages are accessed and when. Sometimes we will collect other information about you such as your date of birth, age group, gender and information about health conditions or disability. The reasons for collecting this information are project specific to R:evolve Recycle and explained below:

- We record your details for insurance purposes so that we know who participates in our services/activities and to ensure that they are covered under our insurance policy.
- We ask for contact details to share information with you specifically related to the project, however you can opt out of this at any time by letting us know.
- We ask for personal details such as your date of birth, household income and the age range of people living in your home for monitoring purposes, however all data is optional and made anonymous when shared with funders.
- We may take photographic imagery of activities, however we will ensure that we have your written consent to use and store these for future use.

Please note that R:EVOLVE RECYCLE will never share your data with Third Parties without your consent.

How is your information used?

We may use your information to:

- Process a donation that you have made

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- Process applications for membership
- Process applications for volunteering, training and events
- To carry out our obligations arising from any contracts entered into by you and us
- Deal with entries into any competitions
- Seek your views or comments on the services we provide
- Notify you of changes to our services
- Post out copies of the newsletters
- Send you communications which you have requested and that may be of interest to you. These may include newsletters, information about campaigns, fundraising activities, new services or events on offer
- Activities or promotions from any R:EVOLVE RECYCLE partner organisations that we think may be of use to you
- Process a volunteer or job application to join R:EVOLVE RECYCLE and associated projects

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example, volunteer and staff PVG information). We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you may hold with us.

What is our legal basis for processing your personal data?

Our lawful basis for processing your general personal data under article 6 of GDPR is as follows:

1. Contract – when you enter into an agreement with us that we will provide a service to you; that could be as an attendee of the R:EVOLVE RECYCLE activity programme
2. Legitimate Interest – you have shown an interest in the services and work undertaken by R:EVOLVE RECYCLE and associated projects, and so we may use your information to contact you about activities or services we think will be of interest to you
3. Consent of the data subject

We will directly ask for your consent to process data:

- When you sign up for any of our regular newsletter
- When you register for membership of R:EVOLVE RECYCLE and associated projects through paper/online forms, by email or over the phone
- If necessary for the performance of a contract with the data subject or to take steps to enter into a contract

Who has access to your information?

R:EVOLVE RECYCLE requires access to personal information such as name, address, phone and email details in order to process your membership of R:EVOLVE RECYCLE and associated projects. This will typically be collected by R:EVOLVE RECYCLE head office if you contact us directly.

It is important to note:

- We will not sell or rent your information to third parties
- We will not share your information with third parties for marketing purposes

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Third Party Service Providers working on our behalf:

When we share data with external evaluators or provide reports to our funders (as we are required to do under certain conditions of grant funding), the information will be made anonymous. Your personal data is not shared. We may pass your information to our third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to mail your copy of the quarterly Newsletter). However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service. Please be reassured that we will not release your information to third parties beyond R:EVOLVE RECYCLE for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law; for example, by a court order or for the purposes of prevention of fraud or other crime.

We may transfer your personal information to a third party as part of a sale of some or all of our business and assets to any third party or as part of any business restructuring or reorganisation, or if we're under a duty to disclose or share your personal data in order to comply with any legal obligation or to enforce or apply our terms of use or to protect the rights, property or safety of our supporters and customers. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

Your choices

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct communications from us about the work we do then you can select your choices by ticking the relevant boxes situated on the form on which we collect your information.

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted. You can change your marketing preferences at any time by Unsubscribing to our digital correspondence or emailing enquiries@revolve-recycle.co.uk

How you can access and update your information

The accuracy of your information is important to us. If any of your details change, or any of the information we hold is inaccurate or out of date, please email us at: enquiries@revolve-recycle.co.uk or by letter to 56 Hamilton Road Cambuslang G72 7LD

You have the right to ask for a copy of the information the R:EVOLVE RECYCLE hold about you.

Security precautions in place to protect the loss, misuse or alteration of your information

We do not ask for any personal information via our website. Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

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Profiling

We may analyse your personal information to create a profile of your interests and preferences so that we can contact you with information relevant to you. We may make use of additional information about you when it is available from external sources to help us do this effectively. We may also use your personal information to detect and reduce fraud.

Use of 'cookies'

Like many other websites, the R:EVOLVE RECYCLE website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. This helps us to improve our website and deliver a better more personalised service.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in a loss of functionality when using our website.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

16 or Under

We are concerned to protect the privacy of children aged 16 or under. We do not process anyone's data aged under 16 without their parents/guardians explicit permission. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Transferring your information outside of Europe

As part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside the European Union ("EU"). By way of example, this may happen if any of our servers are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy. If you use our services while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

Intellectual property

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How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact R:EVOLVE RECYCLE head office via email at: enquiries@revolve-recycle.co.uk or by letter to 56 Hamilton Road Cambuslang G72 7LD

Alternatively, if this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioners Office on 03031231113 or via email <https://ico.org.uk/global/contact-us/email> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy and Data Security Policy, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

Review of this Policy

Any changes we may make to our privacy policy in the future will be posted our website and, where appropriate, notified to you by email, or post if requested. Please check back frequently to see any updates or changes to our privacy policy. You can also contact us at enquiries@revolve-recycle.co.uk or by letter to 56 Hamilton Road Cambuslang G72 7LD

This Policy was last updated on 20th January 2025