Privacy Statement

The Affiliated Local Groups of the Lancashire Wildlife Trust as named below are committed to protecting your privacy. It is very important to us and we respect anyone's concerns about maintaining it. This statement tells you how and why we use your information.

How we use your data

We do not sell your details to third parties. We will only use your data to keep you up to date with information about our group meetings, special events and information specific and relevant to our group.

You may change the way in which you receive information from us at any time by contacting the group directly:

Croal Irwell Local Group

- Email: <u>croal-irwell@hotmail.co.uk</u>
- Telephone: 0161 720 6100
- Contact Name: Geoff Higginbottom

Rochdale & District Local Group

- Contact name: Graham Bellenger
- Telephone: 01706 376999

Lancashire Botany Group

- Email: <u>David.Earl@lancashire.gov.uk</u>
- Telephone: 01772 531368
- Post: Lancashire Botany Group, c/o The Wildlife Trust, The Barn, Berkley Drive, Bamber Bridge, PR5 6BY

Lancashire Active Naturalist Group

- Email: recordingvolunteer@lancswt.org.uk
- Telephone: 01772 324129
- Post: Lancashire Active Naturalists, c/o The Wildlife Trust, The Barn, Berkley Drive,
- Bamber Bridge, PR5 6BY

Friends of Caddishead & Little Wolden Moss

- Email: FriendsCLWM@virginmedia.com
- Telephone: 07969 541364
- Post: Friends of Cadishead and Little Woolden Moss, c/o Environmental Resource Centre, Lancashire Wildlife Trust, 499/511 Bury Road, Bolton BL2 6DH

North Lancashire Wildlife Group

- Contact name: Mike Moon
- Email: mikejmoon@aol.com
- Telephone: 01542 701163

Friends of Mere Sands Wood

- Email: tedstevens19@outlook.com
- Telephone: 01704 821809
- Post: The Secretary, Friends of Mere Sands Wood, c/o The Wildlife Trust, Holmeswood Road, Rufford, Lancashire, L40 1T6

We understand that you have trusted us with your personal data and in addition to our own high standards and values, we are also associated with the Wildlife Trust for Lancashire, Manchester and North Merseyside, who are also members of both the Institute of Fundraising and the Fundraising Standards Board. Their strict policies regarding the protection of your data can be found on their websites: www.institute-of-fundraising.org.uk and www.frsb.org.uk.

Access to Your Own Information

You can contact us anytime by email or telephone to change or update your details, or obtain a copy of your record. If you have any problems or queries about your data, please contact us on the details above.

Security

We ensure we take all the necessary steps to collect and store your data securely. Personal data collected on paper is stored in a secure location for administrative purposes only, this is destroyed once transferred to electronic systems. All personal data stored electronically is password protected & accessed by authorised persons only.