

## **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: [croal-irwell@hotmail.co.uk](mailto:croal-irwell@hotmail.co.uk)

#### **North Lancashire Wildlife Group**

- Email: [membership@nlwg.org.uk](mailto:membership@nlwg.org.uk)

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](http://www.institute-of-fundraising.org.uk) and [www.frsb.org.uk](http://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.