

# MERSEY GATEWAY ENVIRONMENTAL TRUST

## Privacy Policy

Document Control Information	
Document ID	MGET
Document title	Mersey Gateway Environmental Trust Privacy Policy
Version	2.0
Status	Active
Author	MGET
Publication date	June 2018
Approved by	CX
Next review date	annually
Distribution	public
Classification	
Any Comments on the Policy should be given to MGET CX	

## 1.0 Introduction

The Mersey Gateway Environmental Trust (MGET) is an independent Charitable Trust which promotes the conservation, protection and improvement of the environment across a 1600 hectare area of the Upper Mersey Estuary running all the way from the Mersey Gateway Bridge up river as far as Warrington.

**For the purposes of Data Protection Law, MGET is the Data Controller.**

## 2.0 Privacy Policy

This policy sets out the basis in which any personal data MGET as Data Controller collect from you or that you provide to us, will be processed by us or our subsidiaries and how long your data will be retained.

**‘Personal Data’ refers to information which identifies, or is capable of identifying you as an individual.**

Please read the following carefully to understand the views and practices of the MGET regarding your personal data and how we treat your information.

By emailing us or providing us with any of your personal data you agree that you have read and understood the practices described in this Policy.

We will only ever collect, store and use your personal data when we have an identified purpose and reason to do so. The ICO refers to this as a ‘lawful basis’.

### 2.1 Information we collect from you

We collect and process the following data about you:

- **Information you give us**

This is the information that you give us by contacting the MGET directly by corresponding with us, by phone, by e-mail ([info@mget.org.uk](mailto:info@mget.org.uk)), in person, by signing up to our newsletter or otherwise.

- **Information we receive from other sources**

This is information which may be shared with us by our stakeholders. This can be through, for example through:

- Community Projects.
- Volunteer actions
- others

## 2.2 Using your information

The following is an overview of our purposes for using your personal data. All processing i.e. use of your personal data is justified by a condition for processing (GDPR Article 6(1) (b))<sup>1</sup>. In addition, processing of sensitive personal data is always justified by a secondary condition.

In the majority of cases, processing will be justified on the basis that:

- You have consented to the processing (e.g. you have contacted the MGET directly or have consented for your information to be shared with us).
- The processing is necessary to perform a contract we have with you.
- The processing is necessary for us to comply with a relevant legal obligation (e.g. to disclose personal data requested by a regulator or law enforcement body).

We use information held about you in the following ways:

## 2.3 Information you give to us

We will use this information to:

- Provide you with a response to any question, enquiry or comment in reference to the MGET.
- Prevent and detect fraud.
- Keep internal records.
- Improve our services.
- Send out a newsletter.

## 2.4 Information we receive from other sources

We will use this information to:

- To provide the services or goods that you have requested.
- To update you with important administrative messages.
- To keep a record of your relationship with us.
- Where you volunteer with us, to administer the volunteering arrangement.
- To meet our legal obligations such as providing information to bodies such as HMRC, Charity Commission, Companies House.
- To enable effective functioning of our organisation such as maintaining historical records of reserve management and biological field records, liaising with landowners and tenants to carry out our work including conservation activities and planning advice, evaluating events, campaigns and website activity.

---

<sup>1</sup> GDPR Article 6(1)(b) <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/contract/>

We may also use your personal information:

- To contact you about our work and how you can support the MGET.
- To invite you to participate in surveys or research.

## 2.5 Length of time we hold on to your information

To make sure we meet our obligations under Data Protection Law, we only keep your data for as long as necessary in order to satisfy the purposes listed above under “Using your information”.

However, in some circumstances we may retain personal data for longer periods of time, for instance where we are required to do so in accordance with legal, tax and accounting requirements, or in order to maintain an accurate record of your dealings with us in the event of complaint or challenge.

When we no longer need to use your information, we will delete it so that it cannot be linked back to you.

## 2.6 Sharing your information

You agree that we have a right to share your personal data with:

- Halton Borough Council
- The Mersey Gateway Crossings Board.
- Any group company (including its subsidiaries, the ultimate holding company and subsidiaries of that holding company as defined in section 1159 of the Companies Act 2006) of a company/corporation in the Merseylink Consortium.
- Selected marketing agencies acting on behalf of a member of the Mersey Consortium that require data to (1) respond to the information provided by you and (2) provide you the relevant e-newsletters or e-mail updates where we have obtained your prior consent.

We will disclose your personal data to third parties:

- In the event that HBC, the MGCB, any organisation of the Merseylink Consortium is sold or integrated with another entity, your personal details may be disclosed to any prospective buyer of the business, or to the necessary personnel of the integrating entity including their advisers;
- In the event that HBC or any member of the Merseylink Consortium sells any assets in connection with the Mersey Gateway Project, your personal details may be disclosed to any prospective buyer of the assets including their advisers and;
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or to protect the rights, property or safety of HBC, our customers or others. This included exchanging information with other companies and organisations for the purposes for fraud protection and credit risk reduction.

## 2.7 Where we store your personal data

All information you provide to us is stored on secure servers. Unfortunately the transmission of information via the internet is not completely secure. Although we do our best to protect your personal data, we cannot guarantee the security of your data transmitted. Any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access. All of the personal data is processed by our staff in the UK.

## 2.8 Your rights

You have the right to ask us not to process your personal data. You can exercise your right to prevent such processing by checking certain boxes on forms we may from time-to-time use to collect your data, or you can also at any time contact us at [info@mget.org.uk](mailto:info@mget.org.uk) to exercise your rights.

Our correspondence may, from time-to time, contain links to and from the websites of our partner networks or affiliates. If you follow a link to any of these websites, please note that these will have their own Privacy Policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

In addition, you may have some or all of the following rights in respect of your personal data:

- To obtain a copy of your personal data together with information about how and on what basis that personal data is processed.
- To rectify inaccurate personal data.
- To erase your personal data.
- To restrict processing of your personal data where
  - The accuracy of the personal data is contested;
  - The processing is unlawful but you object to the erasure of the personal data;
  - We no longer require the personal data but it is still required for the establishment, exercise or defence of a legal claim.
- To withdraw your consent to our processing of your personal data (where that processing is based on your consent).
- To obtain, or see a copy of the appropriate safeguards under which your personal data is transferred to a third country or international organisation.

In addition to the above, you have the right to lodge a complaint with the supervisory authority, the Information Commissioner (ICO).

If you would like to understand your Data Protection rights in full, please go to the ICO website [www.ico.org.uk](http://www.ico.org.uk).

## 2.9 Changes to our Privacy Policy

Any changes we make to our Privacy policy in the future will be posted on (<http://www.mget.org.uk/privacy/>) and where appropriate, notified to you by e-mail.

## 2.10 Contact us

Questions, comments and requests relating to this Privacy Policy are welcomed. Please contact us at [info@mget.org.uk](mailto:info@mget.org.uk)