

KEG Privacy Notice



In this notice, whenever you see the words "we", "us", "our" it refers to Kidlington Eco Group (KEG).

The privacy and security of your personal information is extremely important to us. KEG collects, processes and uses your personal information strictly in accordance with the UK Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).

This privacy notice explains what personal information we collect about you and how it is used.

Who we are

KEG is a network of ecologically-minded agencies, groups, and individuals working towards a greener Kidlington and world. We are united in our enthusiasm for:

- Protecting: our local natural environment
- Learning: to live sustainably
- Advocating: for ecological justice and best practice locally
- Collaborating: around existing and joint projects
- Enjoying: the journey in the process!

We are constituted as an (unincorporated) Community Action Group with CAG Oxfordshire.

More information about us can be found on our website: <https://kidlingtonecogroup.co.uk/about/>

What personal information do we collect about you?

The personal information that we collect about you is used to help us manage and run Kidlington Eco Group, and serve the group's legitimate interests. We will only collect the information about you that we need. Personal information that we collect includes:

- full name
- email address

If you are accessing our Draught Busters project to organise a home visit, we will also collect your:

- postal address
- telephone number
- any information about your property you wish to provide to aid the efficacy of the visit

If you have incurred expenses on behalf of KEG activities and require reimbursement, we will also collect your:

- bank account and sort code numbers

These would be securely maintained by our treasurer on the Unity Trust bank portal in order to enable you to be reimbursed via a BACS transfer.

When and how do we collect personal information about you?

We collect information about you when you:

- Register for news updates via the subscribe box on the home page of our website
- Sign up for the same manually at a stall at a community event
- Use the 'contact us' page on our website to send us an enquiry / message
- Join the team mailing list for our monthly KEG meetings
- Register with us for a particular service (such as Draught Busters) using an application form (online, paper, or over the phone)
- Serve with us as a volunteer

How will we use the personal information about you?

We will use the information you provide to send you information about Kidlington Eco Group related to the particular service or activity you have expressed an interest in / subscribed to (e.g. monthly digest email, responses to queries, or to arrange a Draught Buster visit).

Who we share your personal information with

We do not share your information or sell your information to any other organisations.

How we store your information

Our monthly digest mailing list is automatically managed via wordpress (the platform we use for our website). You can unsubscribe from this list at any time, by clicking on the 'Manage your email settings or unsubscribe' link which is at the bottom of every email sent. Your data will be automatically deleted and will no longer be available to us from that point onwards.

If you become a member of KEG and join our team / member mailing list your details will be administered by KEG's secretary through the gmail account. If you wish to be removed from this list please let our secretary know by emailing kidlingtonecogroup@gmail.com

Any personal or identifying details related to a Draught Busters client visit will be stored on a password protected Google spreadsheet and will be deleted within a year of the visit.

Any details stored about Draught Buster volunteers (e.g. record of training, DBS checks etc) will be stored securely on a password protected device, visible only to the administrator, be reviewed regularly and deleted when any volunteer leaves the scheme.

Right of access

You have the right to request a copy of the personal information that we hold about you at any time. If you would like a copy of some or all of your personal information, please email kidlingtonecogroup@gmail.com.

You also have the right to request that the data we receive from you is:

- updated
- deleted (unless we are required to keep it for legal reasons)
- restricted to certain processing.

Changes to our Privacy Notice

We may update this Privacy Notice to ensure that it remains up to date and incorporate any new legal requirements.

How to contact us

If you have any questions about our Privacy Notice or about the information that we hold about you please contact us kidlingtonecogroup@gmail.com.

You can find out more information on Data Protection on the Information Commissioner's website- <https://ico.org.uk/>

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact email address above.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

To see our data protection policy and procedures click [here](#).

This Privacy Notice was last updated on 1st May 2025.