



Registered Charity No: 700362

www.woolstoneyes.com

Woolston Eyes Conservation Group Privacy Policy

Rev.Aug2025

Pursuant to data protection regulations our revised privacy policy is intended to simplify how we collect, share, use and retain personal data and your rights in relation to your personal data.

Please click on a question for more detail;

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What information do we have?

By becoming a permit holder of Woolston Eyes Nature Reserve, the Woolston Eyes Conservation Group, hereafter WECG, will collect and hold some personal information about you. This information includes the details requested in the permit application process, your name, your postal address, email address and if provided with digital Family Permits, the first names of your family if you chose named digital permits for them.



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For Volunteers, Wardens, Voluntary Wardens, Life Members and Committee members we hold your name, your postal address, email address and phone number (mobile and/or residence).

Anyone registered to and Log-in to the website to upload material have session cookies loaded on your device to facilitate this function.

How will your information be used?

We only use your information to;

- Make contact with you personally to complete our obligations derived from your permit requirements in sending permits, access keys, reminders when your permit is approaching expiry, provide newsletters, annual reports and information about the Reserve which may affect your visits.
- To facilitate your Log-in on our website to upload photographs and sightings.
- To meet legal requirements with regard to claiming Gift Aid on your donations if you have provided consent for us to do so.

How long will we keep this information?

We will keep your information for as long as it is necessary for us to fulfil the purposes we describe in this policy or to meet legal requirements.

- As a standard we keep the information as long as you are a valid permit holder.
- If a permit is not renewed and you have not consented to Gift Aid your donation your data will be deleted from all our electronic files and paper files destroyed on return of the loan key.
- The WECG reserve the right to retain your information to maintain contact with you until the access key obtained on your first permit or subsequently replacement access key is returned to us.
- The WECG have a legal requirement to retain Gift Aid claims made annually to HMRC and the signed or click-wrapped Gift Aid Declaration you made for six years from the end of the year of the last claim we make including your permit subscription or cash donation.

Who will we share your information with?

The WECG does not share or disclose your information with any other organisation except as legally required when you have consented to Gift Aid your donations were your name, house name or number and postcode is listed on HMRC claim forms for each calendar year of consent when a permit has been purchased or a donation has been made.



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Your choices?

You have a number of rights in relation to your information and how it is used. However, since the WECG do not undertake direct marketing or advertising to its permit holders or indirectly on its website, analyse your information or share your information with other organisations including the cookies we use to serve your log in benefits your choices are related to;

- your right to access the information we hold on you
- your right to correct errors in your information
- your right to request we erase your information

Please note, with regard to a request to erase your information:

- Your request to erase your information will impact our ability to maintain your permit beyond its expiry date and will cease your ability to log in to the website and upload any material.
- WECG reserve the right to retain your contact information so we can maintain contact with you until your return of the access key provided with the initial permit which remains the property of WECG. However, any additional information we hold for you or your family will be deleted.
- If you have consented to Gift Aid your donations and/or subscriptions we are legally bound to keep your records for six years from the last Gift Aid claim we make before records can be deleted.

What Cookies does this site issue?

This site does not use cookies if you are just browsing.

If you LOGIN to the website (to upload photos or sightings) we issue a small PHP Session Cookie that “remembers” you are logged into the website as you browse from page-to-page. This is essential to the functionality of the site and does not track your data with third-parties.

How can I contact you?

You can contact us using the details below if you wish to make any changes to what information we hold, how we use it, if you wish to erase it or if you are concerned about any aspect of your privacy and information.

Email: info@woolstoneyes.com

Post: Mr. John Blundell, 48 Fifth Street, Barrow Bridge, Bolton, BL1 7NA