

Sustainability First - Privacy Policy

Approved by the Trustees 26th September 2018

Sustainability First is a small environment think-tank which focusses on practical policy development in the areas of sustainable energy, waste and water. We are a registered charity and undertake research projects with a range of partners from business, the charity sector and government.

We are committed to protecting your privacy and will only use the information we collect about you lawfully.

- We will never sell your personal data or share it with another organisation for marketing purposes.
- We only share your information when we are required to by law or with carefully selected partners who work with us.

We will amend this Privacy Policy from time to time to ensure it remains up to date and accurately reflects how and why we use your personal data.

Why we collect personal information:

- To undertake research
- For administration purposes

What types of personal information we collect:

- Personal details (including name, email, address, phone number, date of birth)
- Information relevant to particular projects.

We may collect information about you in the following ways:

- When you enter into a contract with us as an associate or researcher
- When you apply for a job or internship with us
- When you take part in a research project
- When you send us an email or contact us by telephone or post in relation to making an enquiry
- When you engage with us on social media
- When you visit our website – through our use of Cookies
- When we are required to pay you for services provided to us by an individual or organisation or for expenses incurred
- We will only put up new photos of people on our website where they have actively consented to this at our meetings. We will remove images from the website on request

Should you provide us with information in the ways outlined above, we may collect the following:

- Personal information: such as your name, email address, telephone number and other contact information (including details of your social media) to store with your account

- Financial details such as your bank details if we are making a payment to you, or you are making a payment to us
- Records of your correspondence with us, if you have contacted us

Sustainability First does not usually collect sensitive personal data such as health information, race, religious beliefs and political opinions. Where we do, we will display clear notices outlining why we have collected such information and why we need it.

Third Parties (other companies / organisations)

We sometimes receive personal data about individuals from third parties in relation to activities we conduct as an organisation for example as part of a research project.

We may use a number of sources to carry out our work, including company and organisation websites, printed and online newspapers and publications.

When you interact or submit information to us, we may use it to:

- Perform tasks as identified
- Comply with applicable laws and regulations
- Provide you with the services, products or information you have asked for
- Record any contact we have with you for internal administrative purposes

We collect and use personal data such as work email addresses to communicate with individuals in a professional capacity.

We will only use your information within Sustainability First for the purposes for which it has been obtained. This may mean that we sometimes share data with UK Government Departments or businesses for whom we are providing research. Sustainability First will not share or sell your personal data with any third party for marketing purposes and you will not receive offers from other companies or organisations as a result of giving your details to us.

We may need to share your information with “data processors” such as the payroll bureau, finance or IT support companies. These “data processors” will only act under our instruction and we will not allow these organisations to use your data for their own purposes and will take care to ensure that they keep your data secure. These “data processors” have all shown compliance with the General Data Protection Regulation and we have records of their compliance. We will also comply with legal requests where disclosure is required or permitted by law, (for example, to government bodies for tax purposes or law enforcement agencies for the prevention and detection of crime, subject to such bodies providing us with a relevant request in writing).

Your rights - These include:

- The right of access to a copy of the information we hold about you (a subject access request)
- The right to have your data erased (this does not apply where it is necessary for us to continue to use the data for a lawful reason)
- The right to have inaccurate data rectified
- The right to object to your data being used for marketing

Please note there are exemptions to the rights above.

If you would like further advice or information on your rights or wish to submit a request, please write to us at:

Sustainability First
11 Belgrave Road
3rd Floor, IEEP Office
London
SW1V 1RB

Tel: 020 7340 0935

info@sustainabilityfirst.org.uk

Registered Company no. 3987720

Registered Charity no. 1078994