

Cae Tan CSA Ltd Privacy and Cookies Statement for Members, Volunteers and Groups

This privacy notice provides you with details of how we collect and process your personal data. We will only use your personal data when legally permitted.

If you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We should be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you.

It is very important that the information we hold about you is accurate and up to date. Please let us know if at any time your personal information changes by emailing us at caetanmembers@gmail.com

Member Data

In order to manage membership details and to communicate with members, Cae Tan hold and process data from named individuals who are members, are trialling veg prior to becoming members or have asked to have details held on our waiting list with a view to becoming members. We do this in order to:-

1. enable us to communicate with you by email, post or telephone regarding changes to membership, notice of Annual General Meetings and other meetings at which you have the right to vote, and to enable us to verify your right to vote.
2. inform you of other operational affairs of Cae Tan, including fundraising events.

The above are all necessary for our legitimate interest to legally trade as a company and to continue to supply members with veg. If you cease to be a member, cancel your veg trial or ask to be removed from the waiting list you will no longer be contacted by Cae Tan by email or otherwise and your details will be removed from our database.

The information we hold consists of name, email address, postal address and mobile phone number. Your data is held in the following systems:

1. A spreadsheet held in a secure Dropbox location and on a staff computer which is password protected. These files are accessible only to 3 Cae Tan directors and are password protected and encrypted.
2. Membership forms are held in a secure Dropbox location and paper copies are kept in a locked cupboard at a director's home.

This data is not shared with any third parties.

Marketing contact data

We also make use of a contact list for marketing purposes so that we can provide information about future projects and from time to time offers from other local produce suppliers which may be of interest. Contact is normally made by email. You will only be on this list if you have given specific consent to being sent information about future projects and offers.

You can withdraw your consent to be sent marketing information at any time. In this case you will only be sent only communications which relate directly to the operation of Cae Tan as detailed above.

You may request a copy of your data by contacting caetanmembers@gmail.com.

You can unsubscribe from our email marketing list at any time by replying to any emails you receive from us stating that you no longer consent to receiving these communications.

Alternatively, you can request to have your data deleted from our database by contacting caetanmembers@gmail.com you will then be removed from our marketing list within one month of requesting removal.

General contact data

If you have contacted us with a general enquiry via the website, we will reply to you using the contact details provided. We assume that you have given your consent to be contacted with a reply, but we will not add you to our marketing list unless you have specifically, additionally signed up to the marketing list. Your contact information will be stored for a period of up to one year in case any follow up is required.

Cookie Policy

HOW WE USE COOKIES

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

Although details of your visit to our website can be identified to your IP address, we do not make use of IP address correlation to identify you as a named individual. We therefore consider web analytics information to be anonymised and we process it accordingly.

CONTROLLING AND DELETING COOKIES

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser settings to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.aboutcookies.org which gives step-by-step guidance on how to control and delete cookies for your browser type.