

Nevill Hall Nature Spaces

CIO registration: 1214695



Privacy Policy

This is one of a range of policies and procedures designed to ensure the good governance of the NHNS charity. These policies apply to all trustees, other volunteers, employees, contractors, and third-party representatives of our charity.

Nevill Hall Nature Spaces (NHNS) was established in 2025 to restore and develop the historic character of the gardens of Nevill Hall Hospital which are owned and managed by Aneurin Bevan University Health Board

NHNS is working to:

- regenerate parts of the gardens
- increase awareness of the special features of the gardens
- improve access
- develop additional appropriate uses

NHNS Privacy Policy

1.Our commitment to your privacy

We are committed to keeping the personal details of our members, volunteers and supporters safe. This policy explains how and why we use your personal data, to ensure that you remain informed and in control of your information.

2.What We Collect

a. Personal data

We may collect:

- Your name, postal address, telephone numbers, email addresses and your bank details if you are supporting us financially.
- Information about you that helps us to get to know you better such as:
 - membership surveys about your interests
 - records of donations you've made towards fundraising appeals
 - your preferences of how you would like us to contact you
 - ways you've helped us through volunteering your time
 - records of events you've attended, or campaigns/activities that you've been involved in.
- Enquiry information about membership and volunteering
- Website usage data through cookies or analytics

b. Sensitive personal data

Sometimes we will collect other information about you such as your date of birth, gender, and ethnicity. When we do so, we will be very clear as to why we are collecting such information, and we will only do so with your specific consent and permission.

We do not normally collect or store sensitive personal data (such as information relating to health, beliefs or political affiliation) about supporters and members. However, there are some situations where this will occur.

When we do so, we will be very clear as to why we are collecting such information, and we will only do so with your specific consent and permission. In these situations, we collect the data from you directly.

If you are a volunteer, then we may collect extra information about you, for example:

- references
- criminal records checks (only with express permission)
- details of emergency contacts
- medical conditions.

We may also collect sensitive personal data if you have an accident on our site. This information will be retained for legal reasons, for safeguarding purposes and to protect us (including in the event of an insurance or legal claim). If this does occur, we'll take extra care to ensure your privacy rights are protected.

c. Children and young people

We will not collect, store or process your personal details if you are under 13 years of age unless we have the express permission from your parent or guardian to do so.

If we have the permission of your parent or guardian, and you are a volunteer, we will capture your date of birth at the point of joining. This is so that we can send you information that we feel is suitable to your age. If you do not wish your data to be collected in any of these ways, or have questions about them, please contact us at info@nevillenature.org.

3.How We Use Your Information

We only use your information to:

- Respond to enquiries
- Manage membership and volunteering
- Send newsletters and updates
- Improve our website and services
- Keep in touch with you
- Send items you have purchased from our online shop
- Send information about events you have booked onto
- Send information about our work that we feel might be of interest to you.

We never sell your personal data.

When we work with third party service providers, such as event booking agencies, we will always set up a written contract with them to protect your data. The third parties we work with at no point "own" your data, so you will never hear from them independently and they will always delete your data from their systems when they have completed the task in hand. We always send your data to partner organisations securely, to minimise the risk of it being intercepted by unknown individuals and/or organisations.

4.Data Protection

- Your data is stored securely.
- We only keep information for as long as necessary.
- You may request access, correction, or deletion of your data at any time.

To make a request, contact us at info@nevillenature.org.

5.Cookies

Our website may use cookies for:

- Basic website functionality
- Visitor analytics
- Improving user experience.

You can manage or disable cookies through your browser settings.

6.External Links

Our website may contain links to external websites. We are not responsible for the privacy practices or content of third-party sites.

7.Updates

These guidelines and policies may be updated from time to time. Continued use of the website or participation in our activities means you accept any changes.

8.How to get in touch

Should you wish to find out more about the information we hold about you, or about our privacy policy, please contact us at info@nevillenature.org.

Version Control - Approval and Review

- This policy will be reviewed and approved by the Board annually.
- It will also be reviewed as part of any data breach incident investigation, to test that it has been complied with and to see if any improvements might realistically be made to it.

Date approved 00/00/0000

Date of next review 00/00/0000

Person Responsible NAME OF PERSON RESPONSIBLE