

## Privacy Policy

This document sets out full information about data the Wood Recyclers' Association (WRA) holds about individuals. If you would like to know about data the WRA may be holding about you, please read this document.

### 1. Who we are and how to contact us

The WRA is a trade association representing over 86 per cent of the UK's wood recyclers and reprocessors. We also have members from across Europe. The WRA acts on behalf of its members to provide a voice for the sector at the highest levels, working closely with the Environment Agency, DEFRA and other trade associations and recycling bodies to influence and advise on issues affecting the industry, including legislation. Its members include wood recyclers and reprocessors, panel board mills, renewable energy suppliers, technology manufacturers, consultancies and specialist insurance and health & safety companies.

The WRA's Data Privacy Officer is the Executive Director. You can contact us at [director@woodrecyclers.org](mailto:director@woodrecyclers.org)

### 2. The data we hold about individuals and the purposes for which we hold it

In certain circumstances the WRA holds data about individuals during the course of carrying out our role as a trade association. We hold this data to assist us in dealing with your enquiries and requests and administering our membership records.

All the data about individuals we hold, such as your name, address, telephone number and email address, has been submitted to us by you when you completed your membership application form.

We occasionally issue session cookies when strictly necessary for the operation of the website. You can find out more about what cookies are, how to control them and delete them here: [www.aboutcookies.org](http://www.aboutcookies.org). You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website. (Third party services such as Google Maps, Twitter and Facebook may also issue cookies.)

We use Google Analytics, which will issue cookies to help track how visitors use our website, this helps us monitor which pages you find useful and which you do not and help us provide a better website. These do not hold any personal information. Further information on Google Analytics and Privacy can be found here:

[www.google.co.uk/intl/en/analytics/privacyoverview.html](http://www.google.co.uk/intl/en/analytics/privacyoverview.html)

WRA Mailchimp newsletters employ tracking so that we can monitor at an individual level whether a recipient has opened the email and what content they have clicked on. We only send

our newsletter to recipients who have signed up to receive it. Recipients can easily unsubscribe from the newsletter if they wish.

The WRA website and that of its subsidiary and sector groups may contain links to other websites of interest. Once you have used these links to leave our site, you should note that we do not have any control over the other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### **3. The purpose for which we hold data about individuals**

All the data we hold about individuals has been provided to us by you. We hold this data in order to deliver the services you have requested from us. We do not use your data for any purpose other than that for which you have provided it to us.

We will never pass your data to any third parties for marketing purposes.

We hold your data on a central CRM database, which contains a register of all WRA members, whether a company, a sole trader or a limited partnership. We use your details in order to contact you about WRA membership administration issues. When accepted as a WRA member, you will have consented to your name and contact details being published on our website. The purpose for which the WRA publishes details about our members on our website is in order to generate leads for your business by enabling customers, or other businesses to contact you directly.

### **4. The rights of individuals (data subjects) about whom we hold data**

As an individual you have the right to ask us:

- whether we are holding any data about you and if so what data we are holding
- for a copy of any data we are holding about you
- to rectify any incorrect data we are holding about you
- to delete the data we are holding about you if you no longer want us to hold it
- not to use your data other than for the purpose you provided it to us for

To ask us any of these things you should send an email to [director@woodrecyclers.org](mailto:director@woodrecyclers.org). We will respond to your email within 14 working days of receiving it.

Finally, you have the right to complain to the Information Commissioner's Office should you have reason to consider that the WRA has breached the policy set out in this statement or the regulations which underpin it in any way, here: <https://ico.org.uk/>

### **5. The circumstances in which we share and transfer the data we hold about individuals**

We may disclose your data if we are required to do so by law, or in order to enforce our own legal rights. We will not under any circumstances transfer your data outside the European Economic Area (EEA). Given that, holding data about individuals on the internet, which is a global environment, means that it may be processed outside the EEA. If this were to be the case, the data will always be held securely and in line with the requirements of UK data protection legislation.

## **6. The basis on which we hold and protect data about individuals**

We will delete any data we hold about individuals if you decide you no longer want to be a member of the WRA. The WRA website and the WRA CRM database are all protected and have a high level of security. We are committed to ensuring that your data is secure. In order to prevent unauthorized access or disclose, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information you provide to us.

## **7. How individuals will know if we decide to change this Privacy Policy**

Should we decide to change this Privacy Policy statement in any way we will put a notice on our website to inform you of the changes and what their significance could be for you. We will also make this information available in any emails we send out to individuals who could be affected.

The date on which this Privacy Policy statement was adopted is 1<sup>st</sup> August 2018.