

# Privacy Notice



**Cambridge Carbon Footprint** (CCF) is committed to keeping your personal data safe and only storing or using it with your permission, to keep you appropriately informed and to enable or organise our activities.

This privacy notice also applies to our projects and their websites, such as:

- [Open Eco Homes](#)
- [Circular Cambridge](#)

## Mailing Lists

When you sign up for one of our mailing lists to receive newsletters or updates, we collect some personal information, like your name and email address, which we use:

- to send you the newsletters and updates you've asked for
- to maintain an accurate list and maybe to check your satisfaction with it

We won't disclose email list information to anyone other than CCF paid workers and volunteers on a need-to-know basis.

You can stop receiving emails from a mailing list at any time by clicking the unsubscribe link at the bottom of that email. We'll then delete your information from that list.

We use a third-party provider, MailChimp, to deliver most of our newsletters and update emails. MailChimp provides information on subscribers' email opening and clicks within to help us improve our communications. For details please see [MailChimp's privacy notice](#).

## Booking

If you book for one of our events or activities, we'll use your email address and other information, as needed for that activity and any immediate follow up, and then we'll delete it, unless you asked to be kept informed for longer. We may use anonymised booking data for reporting and to help us make improvements.

## Surveys and Feedback

If you respond to a survey or give us feedback, we'll anonymise the information, using summaries and analysis for reporting and making improvements. Sometimes we publicly quote feedback from a named person, but only with their permission.

## **Volunteers and Paid Workers**

If you apply to volunteer or take on a paid role for us, we'll ask you for personal information. We only use this for recruitment and management with due diligence. If there's an application process and you're unsuccessful, we'll delete the information you provided within 6 months.

When volunteers or paid workers leave us, we delete their personal information after an appropriate time.

## **Donors**

If you make a donation to CCF and provide information, we'll use it to process your donation and any Gift Aid donations you make. We'll keep the information securely and may contact you occasionally to update you on our work and other opportunities to support us. You're welcome to unsubscribe or to update your preferences, if you want us to stop contacting you like this or holding this information.

## **Website Cookies**

A cookie is a small piece of information that's put on your computer or mobile when you visit one of our websites. Cookies are used by nearly all websites. They do many jobs, like helping you navigate between pages efficiently and remembering your preferences.

We also use [Google Analytics](#) on our websites to collect standard internet log information and details of browsing patterns. This gives us anonymised data, such as the number of visitors to various parts of each website, which can help us improve content and design. We do not make, and do not allow Google to make, any attempt to find out the identities of people visiting our websites.

You can learn more about cookies at [www.allaboutcookies.org](http://www.allaboutcookies.org). We don't use advertising cookies or have any third-party advertising on our websites.

## **Sharing your data**

We won't share your personal data with anyone outside CCF except when strictly necessary with a partner organisation, for example when we're running a joint event and need to share information about bookings or volunteers.

## **Access to your personal information**

If you have queries about this Privacy Notice or want to view, amend or delete your personal data that CCF holds, please contact our Manager, Alana Sinclair, via [privacy@cambridgecarbonfootprint.org](mailto:privacy@cambridgecarbonfootprint.org).

We review this Privacy Notice at least annually.