



Privacy Policy

Oaks Meadow Project CIO

Oaks Meadow Project Privacy Policy

Oaks Meadow Project is a registered charity established in 2020 following the lease of a four-acre plot of land, for a period of 50-years, for the benefit of the mid Suffolk villages of Combs, Little Finborough and surrounding areas. Our registered charity number is 1192200.

This privacy policy will explain how our organisation uses the personal data we collect from you when you use our website, or when you provide us with personal data via any means, including Email and survey forms.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
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What data do we collect?

Oaks Meadow Project collects the following data:

- **Name** and **Email address**, if you sign up to our Oaks Meadow Email updates.
- **Name**, **address** and **Email address**, if requested on our survey forms.
- **Name**, **Email address** and **phone number**, if requested by us for event bookings and volunteering.

How do we collect your data?

You directly provide Oaks Meadow Project with the data we collect. We collect and process data when you:

- Voluntarily sign up to Oaks Meadow Email updates, events, or volunteering.
- Voluntarily complete one of our survey forms, either physically or online.

How will we use your data?

Oaks Meadow Project collects your data so we can:

- Email you with general updates on events and the development of Oaks Meadow.
- Contact you regarding personal event bookings or volunteering.

- Listen to the views of, and feedback from the local community regarding Oaks Meadow and the facilities and environment provided at the meadow.

We will not share your personal data with any person or organisation outside of the Oaks Meadow project, meaning:

- Oaks Meadow project Trustees.
- Oaks Meadow project volunteers, as appropriate (such as event management).
- Partner organisation Wild Heritage Suffolk directors, as appropriate (such as survey analysis).

How do we store your data?

Oaks Meadow Project processes and stores your data on computing devices and services which are secured by password-controlled access on:

- Trustees', volunteers', and partners' personal computers.
- Commercial cloud-based data storage.

We store paper records in a secure, lockable filing cabinet.

We will keep your personal data until either:

- You ask us to delete it, or
- We no longer need it, for example if we decide to no longer send Email updates or if survey responses are no longer required.

Marketing

If you have signed up to Oaks Meadow Email updates, then we will send you marketing information about planned events and activities on Oaks Meadow. You have the right at any time to stop receiving Email updates by contacting us at our Email:

oaksmeadow@gmail.com

We will not use your personal data gathered from surveys, event registrations or volunteering requests to send you marketing information.

What are your data protection rights?

Oaks Meadow Project would like to make sure that you are fully aware of all your data protection rights. Every user is entitled to the following:

- **The right to access** – You have the right to request copies of your personal data from us.
- **The right to rectification** – You have the right to request that we correct any information you believe is incorrect, or complete any information you believe to be incomplete.
- **The right to erasure** – You have the right to request that we erase your personal data, under certain conditions.
- **The right to restrict processing** – You have the right to request that we restrict the processing of your personal data, under certain conditions.

- **The right to object to processing** – You have the right to object to our processing of your personal data, under certain conditions.
- **The right to data portability** – You have the right to request that we transfer the data we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our Email: oaksmeadow@gmail.com

What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our website <https://www.oaksmeadow.org.uk>, we may collect information from you automatically through cookies or similar technology.

For further information about cookies, visit <https://allaboutcookies.org>

How do we use cookies?

When you use and access our website, we will place a number of cookie files in your web browser.

What types of cookies do we use?

There are a number of different types of cookies used by our website:

- **Persistent cookies.**
- **Session cookies.**

We will use persistent cookies to help us recognize you as an existing user, so it's easier to return to the website or interact with our services without signing in again. After you sign in, a persistent cookie stays in your browser and will be read by us when you return to the website.

We will also use session cookies on the website, but none of these will result in any tracking. Session cookies will only last for as long as the current visit to a website or browser session.

How to manage cookies

You can set your browser not to accept cookies, however some parts of our website may be disabled if cookies are not accepted.

When viewing our website for the first time, options will be given to:

- Accept all cookies on our site.
- Accept only “local cookies” on our site, which are generated by our website to enable some functions to operate correctly.
- Reject all cookies on our site.

Privacy policies of other websites

The Oaks Meadow website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

The Oaks Meadow Project keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 24th August 2026.

How to contact us

If you have any questions about the Oaks Meadow Project privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at oaksmeadow@gmail.com

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that the Oaks Meadow Project has not addressed your concern in a satisfactory manner, you may contact the Information Commissioners Office:

- Website: <https://ico.org.uk>

Review:

This policy will be reviewed annually.

Adopted: 24.08.26

Signature (Chair) *D G Shelley*

Signature (Secretary) *D Lambert*

Reviewed: dd.mm.yy

End of document.