

Focus on Forestry First Ltd.

Privacy Policy



Focus on Forestry First Ltd (FFF Ltd.) are committed to protecting and respecting your privacy as well as complying with the General Data Protection Regulation and the Data Protection Act 1998.

Why this privacy statement?

We process your personal data for the benefit of our service provision. We attach great importance to your privacy, and we will therefore treat these personal details confidentially and carefully. Personal data is processed in accordance with the legal provisions such as the Data Protection Act and, from 25 May 2018, the General Data Protection Regulation (also known as GDPR). We would like to further inform you about this in this privacy statement.

This policy (together with our other Company Policies) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. For the purpose of the Data Protection Act and GDPR, the data controller is Focus on Forestry First Ltd. C/O Coed Pwllaca, Brynwern, LD2 3SE.

Applicability of privacy statement

This privacy statement provides information about the processing of personal data by or on behalf of FFF Ltd and only applies to the use of its beneficiary's personal data and visitors to the website.

This privacy statement does not apply to websites of third parties, such as websites or apps to which FFF Ltd refers on its website and in its emails. FFF Ltd recommends that you consult the privacy policy of these third parties on the relevant websites.

Identity of Focus on Forestry First Ltd

FFF Ltd is responsible within the meaning of the Data Protection Act and – with effect from 25 May 2018 – the General Data Protection Regulation. This privacy statement provides information about the collection and processing of personal data by or on behalf of FFF Ltd.

FFF Ltd is known under Companies House company number 10355664. FFF Ltd has its registered office address in Cross Chambers, 9 High Street, Newtown, Powys, SY16 2NY in United Kingdom and can be reached on the email address: info@focusonforestryfirst.co.uk.

How do we collect personal data?

FFF Ltd can receive information from you in the following ways:

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- Directly from you: for example, by submitting your information via our registration form, skills evaluation paperwork, if you book onto our seminars or courses, or if you subscribe to our mailing list.
- Through our own website: for the purposes of sending an enquiry to us via our website.
- Through third parties: for the purposes of administering courses, FFF Ltd. may be sent information about you from one of our agreed training providers or from other third-party organisations. We will only collect and retain data pertinent to an individual's applications. These third parties are responsible for their own GDPR with regards to their own customers who they register through FFF Ltd; we are not responsible for their collection of data; in this regard we refer you to the privacy policy of these third parties.

What personal data do we collect?

FFF Ltd may process personal data about you because you use the services of FFF Ltd and/or because you provide it to FFF Ltd yourself when you fill in a registration form, booking form or contact form on the website. You may also complete a feedback form on one of our courses FFF Ltd can process the following personal data:

- Contact and account details, including name, address, telephone number, email address, date of birth
- information required in relation to a specific qualification or programme
- Information required to determine and/or provide reasonable adjustments to a Learner
- Payment and invoice details are retained for the purposes of our yearly accounts and are retained in accordance with this, including receipts from our payment system (Quickbooks and Paypal). If you provide card details yourself to us verbally, payment details will not be kept as information is inputted directly into the paypal portal.
- If you contact us, we may keep a record of that correspondence.
- We may also ask you to complete surveys that we use for evaluation purposes, although you do not have to respond to them.
- Information that you submit when you apply for a job with us, such as your CV, motivation and any related information.

For what purposes do we collect your personal data?

FFF Ltd uses personal data obtained in the first instance to carry out the agreement that we conclude with the customer in the context of delivering services for skills training and/or delivery seminar and course events; this may be directly with the individual being registered or their employer who has provided information on their behalf. Data Protection says that we are allowed to use and share your personal data only where we have a proper reason to do so. The law says we must have one or more of these reasons:

- Contract - your personal information is processed in order to fulfil a contractual arrangement
- Consent – where you agree to us using your information in this way e.g. signing a declaration on a Booking Form or Registration Form, including Out Centre Registrations.
- Legitimate Interest – where processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party
- Legal Obligation – where there is statutory or other legal requirement to share the information e.g. when we must share your information for law enforcement purposes.

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More specifically, we ask you to share your personal data with us for the following purposes:

- For the benefit of entering into, maintaining and improving the contractual relationship with its (potential) potential, or for improving the services we offer.
- For the application and implementation of legal obligations.
- To provide beneficiaries with regular updates on industry news / workshop lists / industry information by email. FFF Ltd sends newsletters by email via squarespace. If you no longer wish to receive a newsletter, you can use the unsubscribe link at the bottom of the newsletter. Personal data is not used for purposes other than those described above.

With whom do we share your personal data?

- FFF Ltd will share your personal data with individuals affiliated with FFF Ltd to carry out the service, i.e. Training providers who are delivering the training at your request.
- FFF Ltd may share your personal data with the EU/WG for auditing purposes of the project being delivered using RDP2014-2020 funds.
- FFF Ltd may be required to provide your details due to a statutory obligation on FFF Ltd and/or following requests from authorities. FFF Ltd has taken the necessary organisational and contractual measures to ensure that personal data is processed and protected in line with European legislation.

Responsibilities of Staff

FFF Ltd is the Data Controller under the GDPR, and the Company Directors are therefore ultimately responsible for implementation. However, the Designated Data Processors will deal with day to-day matters for the purposes of administering your event.

The Company has four Designated Data Processors; they are Olivia Weaver, Angie Williams, Victoria Smith, and Richard Siddons. FFF Ltd reserve the right to amend this list as work patterns dictate.

What cookies do we place?

Squarespace Analytics: We use this cookie to track user behaviour (for example popular pages, number of visits based on location) so we can continually improve our website performance.

What are your rights?

You must ensure that FFF Ltd has the correct personal data. You can object to the use of certain data by FFF Ltd, or request your data for inspection, correction and/or removal of your (personal) data in writing to the e-mail address info@focusonforestryfirst.co.uk. Upon written request, any corrections made by you will be processed. FFF Ltd will respond to your request as quickly as possible, but within four weeks. Complaints about the use of personal data can be directed to FFF Ltd or to the legally competent institution in our country.

How do we secure your personal data?

FFF Ltd takes the protection of personal data very seriously and takes appropriate physical, administrative, organisational and technical measures to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised modification. All information you provide to us is retained digitally and stored on our secure

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servers. If you would like more information about the security of your personal data, please contact FFF Ltd at info@focusonforestryfirst.co.uk

Changes

We can change our privacy policy. We will amend any changes to our privacy policy in this privacy statement. We therefore recommend that you regularly check our current privacy statement with regard to any changes.

Questions, comments, complaints

If you have any questions, comments or complaints in response to this privacy statement or about the way FFF Ltd handles your personal data, you can contact us by e-mail on info@focusonforestryfirst.co.uk

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