

# Privacy policy

## Green TEA

### Privacy and data protection

We collect information about you when you request to become a supporter via our website or at one of our events. We only collect and keep your information with your consent, we keep it securely, and we will never sell or share your personal information with other organisations without your explicit consent.

A company called MailChimp provides the sign-up forms we use to invite you to subscribe to our mailing list. MailChimp also stores the personal information you provide, which allows us to create and use distribution lists and send email campaigns. MailChimp's privacy policy can be found on their website at <https://mailchimp.com/legal/privacy/>.

When you request to become a supporter of GreenTEA and receive our newsletters, we will only ask you for personal information such as your name and email address which allow us to contact you by email. If you sign up at an event we will also ask for your phone number, in case we have any difficulties in adding you to the Mailchimp list. The information you provide will be used to email you our newsletters only, apart from exceptional circumstances.

MailChimp also collects certain information automatically when we send you emails. This includes your IP address, browser, approximate location, and activity in response to our emails (such as opening the message or clicking on links). The automatic information collected by MailChimp helps us to understand the extent to which our emails are useful to you.

You have a right at any time to stop us from contacting you. You also have the right to request a copy of the information that we hold about you, and you have the right to request that we correct or change any information that you think is inaccurate. To see any or all of your personal information, update it, correct it or delete any of it, follow the 'update subscription preferences' link provided at the bottom of all emails we send you, or [email us](#).

To remove yourself from our list, follow the 'unsubscribe' link provided at the bottom of all emails we send you, or [contact us](#).

As a small organisation we have not appointed a designated Data Protection Officer, but our newsletter coordinator is responsible for data security and privacy and you can [contact her](#) if you have any concerns about how we use information you provide. You can also contact the [Information Commissioner's Office](#) if we do not resolve your concerns. Please be aware that we are not responsible for the privacy policies of other sites and we would advise you to read the privacy statement of any website that collects personal information from you.

This policy complies with the General Data Protection Regulation 2016. We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 16 May 2018.