

York Environment Forum Privacy Policy

Applies to: all users of the YEF and YEFest website, all YEFest Event Organisers, all YEFest volunteers, anyone else who interacts with York Environment Forum or its parent body York Environment Forum.

Version 4.1 Last updated: 19/9/25

Table of contents

| | |
|--|---|
| Definitions | 2 |
| Scope of this privacy policy | 3 |
| Who is affected by this privacy policy? | 4 |
| What type of Data is collected? | 4 |
| How do we use this Data? | 4 |
| Specifically, Data may be used by us and by the volunteer group York Environment Festival for the following reasons: | 5 |
| How we use cookies | 5 |
| How do we keep Data secure? | 6 |
| How long do we hold Your Data? | 6 |
| Your rights | 6 |
| Who to contact if You have a concern | 7 |
| Transfers outside the United Kingdom and European Economic Area | 7 |
| Links to other websites | 8 |
| Changes of business ownership and control | 8 |
| General | 8 |
| Changes to this Privacy Policy | 9 |
| Contact Us | 9 |

This privacy policy applies between You, the User of this Website and York Environment Forum, the owner and provider of this Website. York Environment Forum takes the privacy of Your information very seriously.

This privacy policy applies to our use of any and all Data collected by us or provided by You in relation to Your use of the Website. Please read this privacy policy carefully.

Definitions

In this privacy policy, the following definitions are used:

- **Cookies:** a cookie is a small file which asks permission to be placed on Your computer's hard drive. Once You agree, the file is added and the cookie helps analyse web traffic or lets You know when You visit a particular site. Cookies allow web applications to respond to You as an individual.
- **Data:** collectively all information that You submit to York Environment Forum. This definition incorporates, where applicable, the definitions provided in the Data Protection Laws;
- **Data Controller:** the legal person which alone or jointly with others determines the purposes and means of the processing of Personal Data. For the purpose of the GDPR, York Environment Forum is the Data Controller;
- **Data Protection Laws:** any applicable law relating to the processing of personal Data, including but not limited to the GDPR, and any national implementing and supplementary laws, regulations and secondary legislation;
- **Device:** any device that can access the Service such as a computer, a cellphone or a digital tablet;
- **GDPR:** the UK General Data Protection Regulation;
- **Personal Data:** any information that relates to an identified or identifiable individual. For the purposes of GDPR, Personal Data means any information relating to You such as a name, an identification number, location data, online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity.
- **Service Provider:** any natural or legal person who processes the data on behalf of York Environment Forum. It refers to third-party companies or individuals who facilitate the Service, perform services related to the Service or assist York Environment Forum in analysing how the Service is used. For the purpose of the GDPR, Service Providers are considered Data Processors.

- **Usage Date:** Data collected automatically, either generated by the use of the Service or from the Service infrastructure itself (for example, the duration of a page visit).
- **User or You:** any third party that accesses the Service and is not either (i) part of the York Environment Forum volunteer group and acting in the course of their duties or (ii) otherwise providing services to York Environment Forum and accessing the Websites in connection with the provision of such services; and
- **Website(s):** all sites owned and hosted by York Environment Forum and any sub-domains of these sites, namely:
 - <https://yorkenvironmentforum.org.uk/>
 - <https://yorkenvironmentfestival.org.uk/>
- **York Environment Festival:** York Environment Festival is a volunteer group and subsidiary of York Environment Forum: <https://yorkenvironmentforum.org.uk/>.
- **York Environment Forum, we, our or us:** York Environment Forum is a membership organisation and responsible for the volunteer group York Environment Festival.
- **You:** the individual accessing or using the Service, or the company, or other legal entity on behalf of which such individual is accessing or using the Service, as applicable. Under GDPR, You can be referred to as the Data Subject or as the User as You are the individual using the Service.

In this privacy policy, unless the context requires a different interpretation:

- A. the singular includes the plural and vice versa;
- B. a reference to a person includes firms, companies, government entities, trusts and partnerships;
- C. "including" is understood to mean "including without limitation";
- D. reference to any statutory provision includes any modification or amendment of it;
- E. the headings and sub-headings do not form part of this privacy policy.

Scope of this privacy policy

This privacy policy applies only to the actions of York Environment Forum and Users with respect to the Websites listed below:

- <https://yorkenvironmentforum.org.uk/>
- <https://yorkenvironmentfestival.org.uk/>

It does not extend to any websites that can be accessed from these Websites including, but not limited to, any links we may provide to social media websites.

For purposes of the applicable Data Protection Laws, York Environment Forum is the "data controller". This means that York Environment Forum determines the purposes for which, and the manner in which, Your Data is processed.

Who is affected by this privacy policy?

This privacy policy applies to You if:

- You visit a page on one of the Websites listed below:
 - <https://yorkenvironmentforum.org.uk>
 - <https://yorkenvironmentfestival.org.uk/>
- You contact York Environment Forum, or their sub-group York Environment Festival, by telephone, post or email; by submitting a request via the Websites; or through any other means.
- You submit an event to be part of the York Environment Festival via the application form provided.

Under these circumstances, we may collect Data either manually, for example by monitoring our email inbox, or automatically, for example by collecting information about Your visit to our Websites.

What type of Data is collected?

We may collect the following Data, which includes personal Data, from You:

- name;
- contact information such as email addresses, postal addresses and telephone numbers;
- Information about Your involvement with York Environment Festival;
- IP address (automatically collected);
- the date, times and frequency with which You access the Websites and the way You use and interact with its content (automatically collected);
- web browser type and version (automatically collected);
- operating system (automatically collected);
- a list of URLs starting with a referring site, Your activity on this Website, and the site You exit to (automatically collected);

in each case, in accordance with this privacy policy.

How do we use this Data?

Any or all of the above Data may be required by us from time to time in order to provide You with the best possible experience when interacting with York Environment Forum.

Specifically, Data may be used by us and by the volunteer group York Environment Festival for the following reasons:

- organising the smooth running of York Environment Festival;
- contacting You about Your event application and future York Environment Festival events;
- if successful, promoting Your event as part of the Festival;
- to attend and manage Your requests to us;
- to contact You for market research purposes which may be done using email, telephone, or postal mail;
- such information may be used to customise or update the Website, for example to make improvements to Website content and navigation;

in each case, in accordance with this privacy policy.

We may use Your Data for the above purposes if we deem it necessary to do so for our legitimate interests. If You are not satisfied with this, You have the right to object in certain circumstances (see the section headed "Your rights" below).

By submitting an event to be part of York Environment Festival, You are also consenting for the York Environment Festival to use Your Data for the following reason: to keep You informed, via our mailing list, of news that we think might be of interest to You such as updates relating to future York Environment Festival events. You can withdraw Your consent at any time.

How we use cookies

We use cookies to identify which pages are being used, which helps us to analyse data about Website traffic and improve our website. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide You with a better website, by enabling us to monitor which pages You find useful and which You do not. A cookie in no way gives us access

to Your computer or any information about You, other than the data You choose to share with us.

You can choose to accept or decline cookies by interacting with the consent banner which appears when You first visit the Website, this is always available via the small blue circle in the bottom left-hand corner of each page.

How do we keep Data secure?

We will use technical and organisational measures to safeguard Your Data, for example:

- access to Your account is controlled by a password and a user name that is unique to You.
- we store Your Data on secure servers with a number of security measures
- Technical and organisational measures include measures to deal with any suspected data breach.

If You suspect any misuse or loss or unauthorised access to Your Data, please let us know immediately by contacting us via this email address:

yorkenvironmentforum@gmail.com.

If You want detailed information from Get Safe Online on how to protect Your information and Your computers and devices against fraud, identity theft, viruses and many other online problems, please visit www.getsafeonline.org. Get Safe Online is supported by HM Government and leading businesses.

How long do we hold Your Data?

Unless a longer retention period is required or permitted by law, we will only hold Your Data on our systems for the period necessary to fulfil the Services outlined in this privacy policy or until You request that the Data be deleted.

Even if we delete Your Data, it may persist on backup or archival media for legal, tax or regulatory purposes.

Your rights

You have the following rights in relation to Your Data:

- **Right to access** - the right to request (i) copies of the information we hold about You at any time, or (ii) that we modify, update or delete such information. If we provide You with access to the information we hold about You, we will not charge You for this, unless Your request is "manifestly unfounded or excessive." Where we are legally permitted to do so, we may refuse Your request. If we refuse Your request, we will tell You the reasons why.
- **Right to correct** - the right to have Your Data rectified if it is inaccurate or incomplete.
- **Right to erase** - the right to request that we delete or remove Your Data from our systems.
- **Right to restrict our use of Your Data** - the right to "block" us from using Your Data or limit the way in which we can use it.
- **Right to data portability** - the right to request that we move, copy or transfer Your Data.
- **Right to object** - the right to object to our use of Your Data including where we use it for our legitimate interests.

Who to contact if You have a concern

To make enquiries, exercise any of Your rights set out above, or withdraw Your consent to the processing of Your Data (where consent is our legal basis for processing Your Data), please contact us via this e-mail address: yorkenvironmentforum@gmail.com.

If You are not satisfied with the way a complaint You make in relation to Your Data is handled by us, You may be able to refer Your complaint to the relevant data protection authority. For the UK, this is the Information Commissioner's Office (ICO). The ICO's contact details can be found on their website at <https://ico.org.uk/>.

It is important that the Data we hold about You is accurate and current. Please keep us informed if Your Data changes during the period for which we hold it.

Transfers outside the United Kingdom and European Economic Area

Data which we collect from You may be stored and processed in and transferred to countries outside of the UK and European Economic Area (EEA). For example, this could occur if our servers are located in a country outside the UK or EEA or one of our service providers is situated in a country outside the UK or EEA. We also share information with our group companies, some of which are located outside the UK or EEA.

We will only transfer Data outside the UK or EEA where it is compliant with data protection legislation and the means of transfer provides adequate safeguards in relation to Your data, eg by way of data transfer agreement, incorporating the current standard contractual clauses adopted by the European Commission.

To ensure that Your Data receives an adequate level of protection, we have put in place appropriate safeguards and procedures with the third parties we share Your Data with. This ensures Your Data is treated by those third parties in a way that is consistent with the Data Protection Laws.

Links to other websites

As part of our services, we will provide links to other external websites which are not <https://yorkenvironmentforum.org.uk>, <https://yorkenvironmentfestival.org.uk>, or subsidiaries of any of the above. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to Your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

Changes of ownership and control

York Environment Forum may, from time to time, expand or reduce the scope of our activities and this may involve the transfer of control of all or part of York Environment Forum. Data provided by Users will, where it is relevant to any part of our activities so transferred, be transferred along with that part and the new controlling party will, under the terms of this privacy policy, be permitted to use the Data for the purposes for which it was originally supplied to us.

We may also disclose Data to a new prospective controlling party or any part of it.

In the above instances, we will take steps with the aim of ensuring Your privacy is protected.

General

You may not transfer any of Your rights under this privacy policy to any other person. We may transfer our rights under this privacy policy where we reasonably believe Your rights will not be affected.

If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this privacy policy will not be affected.

Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.

This Agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the Agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.

Changes to this Privacy Policy

We may update our Privacy Policy from time to time. We will notify You of any changes by posting the new Privacy Policy on the following websites:

- <https://yorkenvironmentforum.org.uk/>
- <https://yorkenvironmentfestival.org.uk/>

We will let You know via a prominent notice on the above websites, prior to the change becoming effective and update the "Last updated" date at the top of this Privacy Policy.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on these websites.

Contact Us

If You have any questions about this Privacy Policy, You can contact us by email: yorkenvironmentforum@gmail.com.