

Privacy Policy

Who we are

FreshWater Watch is run by Earthwatch Institute (Europe). Earthwatch Institute (Europe) is the operating name of the Conservation Education and Research Trust, a charity registered in England and Wales with number 1094467, and Company number 4373313. We are a data controller and are registered with the Information Commissioner's Office Z8787682.

We believe that we can only save our natural world by working together. We do this with environmental action underpinned by science. We provide grants to underprivileged students and scientists, we educate the next generation and school teachers, we engage businesses, and empower the public to take action too.

Our supporters believe what we do is important, and they help us by:

1. Becoming Earthwatchers and joining a voluntary community of people taking action for a more sustainable planet.
2. Fundraising and donating money.

How we use our supporters' information

We are committed to protecting and respecting your privacy and holding your personal information in compliance with the General Data Protection Regulation.

This means that we will:

Children

If you are under 16, please make sure you have your parent or guardian's permission before you provide us with any personal information. Children under 16 must not provide us with personal information without this permission.

We may use your personal information for different purposes:

- **Becoming a FreshWater Watcher: Your username, data, geolocation and profile picture will appear on our data map when you submit water quality samples.** We advise you to change your username to a username that you are happy to share publicly. We need your geolocation information to make any freshwater data that you submit relevant to our research. Your scientific data will be anonymised and shared on other science databases such as the Freshwater Links platform.
- **Joining a Water Blitz.** If you register to join a Water Blitz we will securely share your postal information with trusted third parties in order to help us send Water Blitz kits. You will be able to find out more information at the point you register. These parties will not be able to use your data for marketing purposes.
- Sending you information about FreshWater Watch and Earthwatch, our supporters and beneficiaries, and activities you can be involved in, where we have consent or are otherwise allowed to. You may opt-out at any time.
- Processing scientific contributions or donations that you make, thanking and informing you of the impact you have made.
- Events management.
- Managing competition entries.
- Asking participants in our activities and programmes for feedback to help us with market research and improving our operations.
- Responding to your enquiries, compliments and complaints.
- To show you content that is relevant and appropriate to your interests.

- To record correspondence in our database.
- To ensure we do not send unwanted information to supporters or members of the public who have informed us they do not wish to be contacted.
- To send FreshWater Watch kits.

Social Media

We may also use your email address to match to your account on Facebook or other social media sites to show you Earthwatch content while using these services. We only do this where you have opted in to marketing emails and we keep your data secure by encrypting it. No data we hold about you is retained by the third party.

In addition, we may also use your email address to link to Facebook or other social media sites to identify other users of these sites whom we believe would be interested in Earthwatch, and we may then show them Earthwatch content. No data we hold about you is retained by the third party.

There are two ways to prevent this use of your data, you can either update your preferences at Earthwatch by opting out of the relevant channel of communication or you can do this via the social media site:

Facebook: <https://www.facebook.com/help/568137493302217>

LinkedIn: <https://www.linkedin.com/help/linkedin/answer/62931>

Twitter: <https://business.twitter.com/en/help/troubleshooting/how-twitter-ads-work.html>

Updating your preferences with Earthwatch will not guarantee that you never see Earthwatch content on social media, since the social media site may select you based on other criteria and without your data having been provided by Earthwatch.

Information we may collect from you

When you register online we may collect information relevant to the type of transaction you are entering with details such as your name, email address, postal address and bank account details to process payments.

When you successfully apply for a programme or activity, we may ask for information about your health. We do this to ensure that we supply appropriate facilities and support, and to ensure that our staff are prepared to respond to incidents appropriately. Clear notices will be given when this information is collected. All sensitive personal data is stored on a secure database, to which only a limited number of relevant staff have access. It is deleted when no longer relevant.

In the case of an incident where it is in the person's vital interests for us to share sensitive data, for example with a hospital, we may share sensitive information. Clear information on this policy will be available if you join one of our programmes/activities.

Should you support Earthwatch in a substantial way, we may provide an account manager to help you tailor your relationship to suit your interests. If this is the case, we may collect sensitive personal data where relevant to our relationship, such as your political or religious views. Should you disclose information to us about your health or your family, this may also be recorded, so that we can communicate with you in a considerate and appropriate manner.

We record photographs, audio and video, which may be personal data under EU data protection legislation. Please see our terms and conditions policy for details of our licence on all contributions to our website.

Legal basis for data processing

To comply with UK data protection rules, we must have a legal justification for collecting and using your personal data.

The legal basis that we rely on will depend upon the circumstances in which we collect and use your data. In almost all cases, our processing will fall into one of the following categories:

Where you have provided your **consent** to allow us to use your data in a certain way.

- Such as sending you e-newsletters, you may opt-out at any time.
- Responding to your enquiries, compliments and complaints.

Where the processing of your personal information is necessary to carry out the **performance of a contract** with you.

- Taking event and course bookings.
- Managing competition entries.

Where the processing of your personal information is necessary for us to comply with a **legal obligation**.

- Our legal duty to maintain accurate information, keep financial records for auditing purposes.
- Our legal duty to maintain participant information for insurance purposes.
- Our legal duty of care to our participants on Earthwatch facilitated courses, experiences etc.

Where it is in our **legitimate interests** to contact you to raise funds and achieve our objective to save our natural world. Our legitimate interests may include:

- Sending you information about Earthwatch, because of activities you have been involved in, or asking you for feedback on the activities you have been involved in. You may opt-out at any time.
- Thanking you and informing you of the impact your contribution to science and donation have made.
- To record correspondence in our database, and to keep relevant information for people who have informed us they do not wish to be contacted, so that we ensure we do not send unwanted information.

Sharing personal information

We never sell or swap personal information.

We may need to share limited information with trusted third parties who help us to aggregate and analyse scientific data, prepare and send you communications or process donations and other responses.

We have a legal duty to ensure that we hold up-to-date information about our supporters (e.g. if you move to a new house, we have a duty to remove your old address). From time to time, we will ask a trusted third party to 'clean' the data that we have for our supporters. This means that our trusted supplier will use records that are in the public domain such as the Postcode Address File and registers of people deceased to remove out of date information.

We have a legal duty of care to our participants on Earthwatch facilitated courses, experiences etc. In an emergency, we may disclose personal information and health information to protect your vital interests.

Transferring personal data

If you have already expressed an interest in Earthwatch's expeditions or make an enquiry about expeditions in the future, you will do this on [Earthwatch.org](https://www.earthwatch.org), a website owned by our US office (Earthwatch Institute (United States) 114 Western Avenue, Boston, MA 02134, U.S.A. Email: info@earthwatch.org). A record of your personal information will be held by Earthwatch Institute (United States). You will be subject to their privacy policy.

The parties both run participatory science projects which are offered internationally, this means that a participant from a particular region may sign up to the project (including the submission of personal data, including sensitive medical information about themselves) through one party for a project that will be managed by the other. Therefore it is necessary that participant data is shared between the parties for both administrative purposes and for the protection of individuals in the field should incidents occur which necessitate reviewing their personal and medical details.

When you successfully apply for a programme or activity, we may ask for information about your health, allergies and dietary requirements. We share this with our contracted facilitators and accommodations facilities.

We have appropriate agreements and contracts in place with these individuals to provide assurance that they will take care to ensure that they keep your data secure.

How long we hold personal information

We will hold your personal information only for as long as we need to.

Newsletter subscribers

For Earthwatchers who choose to receive our communications such as e-newsletters, by working with trusted email services we will remove subscribers who don't open our emails, click any links in the email or respond at all within a period of two years. You may opt-out of receiving future mailings at any point before two years elapses.

Citizen scientists

We believe in taking action underpinned by science to protect our natural world. For Earthwatchers who take part in our projects and submit data, we must retain some information associated with their scientific research to verify the accuracy of the data, scientific integrity and future investigations. In all cases where personal information or geographic location is not vital to the research we will remove the associated geolocation detail, however we may still need to retain a unique identifier so that we can trace your data in future.

Participants in our expeditions or field studies led by Earthwatch

We must retain your data for seven years for audit and insurance purposes.

Aggregated data

As a charity, Earthwatch relies on funding from generous donors and trusts. We may share aggregated (anonymous) data about our Earthwatch community to prove our impact and show why funders should choose us. This is not linked to any personal information that can identify any individual person.

We may also analyse aggregated (anonymous) data about our Earthwatch community to help us improve our operations. This is not linked to any personal information that can identify any individual person.

Your rights

Subject access request

If you would like to request a copy of information about you that we hold, please contact water@earthwatch.org.uk. Please let us know your full name and projects that you have been involved in with us. We will process your request within 30 days. We may need to verify your identity.

You are also granted additional rights under data protection legislation, which are outlined below:

- Where we are processing data based on your consent, you have the right to **withdraw consent** at any time.
- You have the right to **change your personal information** if it is incomplete or inaccurate.
- You have the right to **request the deletion or removal** of your personal information in certain circumstances, including where it is no longer necessary for us to hold it for the purposes for which we are processing it.
- You have the right to **restrict** our processing of your data if there is disagreement about its accuracy or legitimate usage.

- You have the right to **move, copy or transfer** your personal information easily and safely from one IT environment to another, in some circumstances.
- You have the right to **object to processing** based on legitimate interests.

Please note that these rights are not exercisable in all circumstances. For example, personal data might not have to be erased if it is needed in the interests of public health, or to support legal claims, compliance and scientific or historical research.

For more information about these rights, please read the guidance issued by the Information Commissioner's Office.

Notification of changes

This privacy notice may change from time to time. For example, we may update this notice to reflect any relevant changes to legislation and regulation.

Please visit this website section periodically to keep up-to-date with the changes in our notice.

If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify you by way of an email. Users will have a choice as to whether we use their information in this different manner.

Further information

Please contact us if you would like further information or have any questions about this Privacy Policy water@earthwatch.org.uk

If you have a concern about Earthwatch's data protection practises please contact privacy@earthwatch.org.uk or the Information Commissioner's Office on 0303 123 1113 <https://ico.org.uk/concerns>