

Environmental Law Foundation Limited

Data Controller

Document Version 5.1

Data Audit: 29 June 2026

ICO REGISTRATION NO: ZB 063662

**CORPORATE
RESPONSIBILITY:-**

ROBIN PIERRO

Data Protection Manager

DATA PROTECTION MANAGEMENT SYSTEM

Online Privacy Notice

ENVIRONMENTAL LAW FOUNDATION LIMITED

Registered Member of the GDPR Check & Verify Register



www.gdprcheckandverify.com

1 COMPANY CONTACT DETAILS

- 1.1 Environmental Law Foundation Limited, Wellesley House, Duke of Wellington Avenue, London, SE18 6SS hereinafter referred to as 'the Company', We, Us and Our.
- 1.2 We are a UK registered charity, number 1045918
- 1.3 Our email address for data protection matters is: robin@elflaw.org
- 1.4 Our contact telephone number is: 0330 123 0169
- 1.5 We are a Data Controller under the provisions of the UK GDPR and the Data Protection Act 2018 and have registered with the UK Information Commissioners office:

ICO Registration Number: ZB 063662

2 Status of key personnel

- 2.1 We have designated **Ms Robin Pierro** as **Data Protection Manager** for the organisation.
- 2.2 Please direct any data protection queries to the email address above.

3 INTRODUCTION AND OVERVIEW

- 3.1 This Privacy Notice explains how we collect, use and protect personal data when you
 - a) visit our website
 - b) contact us
 - c) buy products or services from us
 - d) otherwise interact with us
- 3.2 We are committed to protecting your personal information and complying with UK data protection law.
- 3.3 Further internal policies and procedures support our compliance with UK data protection law.

4 SCOPE OF THIS PRIVACY NOTICE

- 4.1 This Privacy Notice applies to Personal Data we process when you visit or use our website. Further Privacy Policy statements and documents may apply offline and these are available, if relevant, on request.
- 4.2 We have described below the personal information we may gather about you, the purposes we will hold it for and the limited categories of people to whom we may disclose it.

5 THE PERSONAL DATA WE PROCESS

- 5.1 During your visit to our site, we will only collect personal information that you choose to provide. If, for example, you contact us with an enquiry or request us to provide you with further information.

5.2 Where you provide us with another person's data you must ensure you have the authority to do so.

5.3 Depending on how you interact with us, we may process:

- a) identity data (e.g. name);
- b) contact data (e.g. address, email, telephone number);
- c) financial and transaction data;
- d) technical and usage data relating to website use;
- e) marketing and communications data;
- f) employment or recruitment data (where applicable).

We may also process limited special category data where necessary and lawful to do so.

6 HOW WE USE PERSONAL DATA

6.1 We use personal data for purposes including:

- a) responding to enquiries;
- b) providing products or services;
- c) managing contracts and business relationships;
- d) communicating with individuals;
- e) maintaining website functionality and security;
- f) complying with legal obligations;
- g) protecting our business, staff, customers, and visitors.
- h) using approved Artificial Intelligence (AI) technologies to support research, document preparation, analysis, administrative efficiency and service delivery, subject to appropriate human oversight and data protection safeguards.

7 LAWFUL BASES

7.1 We process personal data under one or more of the following lawful bases:

- a) consent;
- b) contract;
- c) legal obligation;
- d) legitimate interests;
- e) vital interests;

f) public task (only if applicable).

7.2 Where we rely on legitimate interests, we carry out appropriate assessments and safeguards.

7.3 Further information regarding legitimate interests processing is available upon request.

8 MARKETING COMMUNICATIONS

8.1 We may send Marketing communications where permitted by law including where:

- a) Consent has been provided; or
- b) Where the 'Soft opt in' provisions apply

8.2 Individuals may opt out of marketing communications at any time.

9 DATA SHARING

9.1 We may share personal data with:

- a) service providers and data processors;
- b) professional advisers;
- c) regulatory, legal, or public authorities where required;
- d) IT and communication providers.

9.2 We only share personal data where necessary and appropriate safeguards are in place.

9.3 The following chart indicates the data processors with whom we may share information:

Processor	Processor
Microsoft 365, including Outlook, Teams, Co-Pilot, and Sharepoint	Instagram
Paypal	Surveymonkey
Stripe	
Sender.net	
Realbranding.agency	
Linkedin	

10 INTERNATIONAL TRANSFERS

10.1 Where personal data is transferred outside the United Kingdom, we will ensure that appropriate safeguards are in place in accordance with UK data protection law.

10.2 Under UK data protection law, personal data may only be transferred outside the UK where one of the following applies:

- (a) The destination country or organisation is subject to a UK adequacy regulation; or
- (b) Appropriate safeguards are in place;
- (c) A UK International Data Transfer Agreement (IDTA)
- (d) An addendum to UK SCCs; or
- (e) A limited statutory exception applies.

10.3 The Main Establishment for all of our Data Processing is the UK.

10.4 The competent supervisory authority is the UK Information Commissioner's Office (ICO). whose address is Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

11 DATA RETENTION

11.1 We retain personal data only for as long as necessary for the purposes for which it was collected, including legal, regulatory, accounting, or operational requirements.

11.2 Further information regarding retention periods is available on request.

12 DATA SECURITY

12.1 We use appropriate technical and organisational measures to protect personal data against unauthorised access, loss, misuse, or disclosure.

13 YOUR RIGHTS

13.1 Under UK data protection law, individuals have rights including:

- a) the right to be informed;
- b) the right of access;
- c) the right to rectification;
- d) the right to erasure;
- e) the right to restrict processing;
- f) the right to object;
- g) the right to data portability;
- h) rights relating to automated decision-making.

13.2 Requests relating to personal data rights may be made using the contact details above.

14 AUTOMATED DECISION MAKING

- 14.1 We do not carry out solely automated decision-making producing legal or similarly significant effects on individuals.
- 14.2 We may use Artificial Intelligence (AI) technologies to assist staff with research, document preparation, analysis and administrative processes.
- 14.3 AI is used as a support tool and does not replace human decision-making. We do not carry out solely automated decision-making producing legal or similarly significant effects on individuals.

15 CHILDREN AND SAFEGUARDING

- 15.1 We recognise that personal data relating to children and safeguarding matters requires additional protection.
- 15.2 Where we process such data, we do so lawfully, proportionately, and with appropriate safeguards.
- 15.3 We will not knowingly collect information from persons under 13 years of age without their parent's or guardian's consent.
- 15.4 There is nothing on our Website which could be damaging to children who view the pages or the pictures.

16 COOKIES

- 16.1 Our website may use cookies and similar technologies.

What Are Cookies

- 16.2 Cookies are small text files that are placed on a user's device when they visit a website. They are widely used to make websites work efficiently, improve user experience, and provide information to website operators.
- 16.3 Cookies may be:
 - a) Session cookies, which expire when the browser is closed; or
 - b) Persistent cookies, which remain on the device for a set period or until deleted.

How We Use Cookies

- 16.4 We use cookies to:
 - a) Ensure the website functions correctly
 - b) Maintain security and prevent fraud
 - c) Remember user preferences
 - d) Understand how the website is used, in order to improve performance and content
- 16.5 Cookies may be set by us ("first-party cookies") or by third parties providing services on our behalf ("third-party cookies").

Managing Cookie Preferences

16.6 Users can manage or withdraw their cookie preferences at any time by:

- a) Using the cookie settings tool available on the website; and/or
- b) Adjusting browser settings to block or delete cookies

Please note that blocking certain cookies may affect website functionality.

17 BUSINESS SALE OR TRANSFER OF OWNERSHIP

17.1 In the event our business, or part of it, is taken over, bought or merged with another business. If our business is sold or reorganised, personal data may be transferred as part of that process, subject to appropriate safeguards.

18 COMPLAINTS

18.1 If you have concerns about how we have handled your personal data, we encourage you to contact our Data Protection Manager in the first instance using the contact details provided in this Privacy Notice.

18.2 We will investigate your complaint fairly, promptly and in accordance with our **Data Protection Complaints Procedure**.

18.3 If you remain dissatisfied after we have responded, you have the right to complain to the Information Commissioner's Office (ICO). Their Website is at: www.ico.org.uk

19 CHANGES TO THIS PRIVACY NOTICE

19.1 This Privacy Notice may be updated from time to time to reflect changes in law, guidance from the Information Commissioner's Office (ICO), or changes to our use of cookies.

19.2 The latest version will always be available on our website.

19.3 We may also update this Privacy Notice to reflect changes in our business activities or in applicable data protection law.

19.4 We reserve the right to make changes to this Data Protection and Privacy Policy, it is your responsibility to revisit this page from time to time to re-read this policy including any and each time you visit our website.

19.5 Any revised terms shall take effect as at the date of posting.

19.6 If you don't find your concern addressed here, feel free to contact us by e-mailing our Data Protection Manager at the contact details given above.

