

Data Protection and Privacy Policy

Orion Wildlife

1. Policy Statement

Orion Wildlife is committed to protecting the privacy and personal data of all individuals it engages with. We take our responsibilities under data protection legislation seriously and ensure that personal data is collected, used, stored, and shared lawfully, fairly, and transparently.

This policy explains how Orion Wildlife processes personal data and outlines the rights of individuals whose data we hold.

2. Data Controller

Orion Wildlife is the **data controller** for the purposes of data protection legislation.

Organisation Name: Orion Wildlife

Legal Status: Limited Company

Address: Barnside, Morrice Green, Royston SG8 8LR

Email: See contact us on our Website

3. Legal Framework

This policy is based on the following legislation:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Privacy and Electronic Communications Regulations (PECR), where applicable

4. Data Protection Principles

Orion Wildlife processes personal data in accordance with the following principles:

1. Lawfulness, fairness, and transparency
2. Purpose limitation
3. Data minimisation
4. Accuracy
5. Storage limitation
6. Integrity and confidentiality
7. Accountability

5. Personal Data We Collect

Orion Wildlife may collect and process the following types of personal data:

a) Contact and Identification Data

- Names
- Email addresses
- Telephone numbers
- Postal addresses

b) Participation and Engagement Data

- Event or training bookings
- Attendance records
- Feedback and evaluation responses

c) Volunteer and Staff Data

- Application forms
- References
- Emergency contact details
- Training records
- DBS information (where applicable)

d) Online and Digital Data

- Website contact forms
- Email correspondence
- Social media interactions

6. Lawful Basis for Processing

Orion Wildlife processes personal data under one or more of the following lawful bases:

- Consent
- Contract
- Legal obligation
- Legitimate interests
- Vital interests

Special category data will be processed only where a lawful condition applies and appropriate safeguards are in place.

7. How We Use Personal Data

Personal data is used to:

- Deliver services, training, and activities

- Communicate with participants, partners, and supporters
- Manage volunteers, staff, and governance
- Meet legal, regulatory, and safeguarding obligations
- Improve services through feedback and evaluation

8. Data Sharing

Orion Wildlife will not sell personal data.

Data may be shared only where necessary and lawful, including with:

- Regulatory or statutory bodies
- Safeguarding or emergency services
- Service providers (e.g. IT or booking systems)

Any data sharing will be proportionate and secure.

9. Data Storage and Security

Orion Wildlife will:

- Store data securely (password-protected systems, locked storage)
- Limit access to authorised individuals only
- Protect against loss, misuse, unauthorised access, or disclosure
- Retain data only for as long as necessary

10. Data Retention

Personal data will be retained in line with operational and legal requirements and securely deleted or destroyed when no longer required.

11. Individual Rights

Under UK GDPR, individuals have the right to:

- Access their personal data
- Rectify inaccurate data
- Request erasure (where applicable)
- Restrict or object to processing
- Data portability
- Withdraw consent at any time

Requests should be made in writing using the contact details in Section 2.

12. Cookies and Website Use

Where applicable, Orion Wildlife's website may use cookies to improve user experience.

A separate cookie notice will be provided where required.

13. Data Breaches

Any personal data breach will be:

- Recorded
- Assessed promptly
- Reported to the Information Commissioner's Office (ICO) where required
- Communicated to affected individuals where appropriate

14. Complaints

If you have concerns about how your data is handled, please contact Orion Wildlife in the first instance.

You also have the right to lodge a complaint with the **Information Commissioner's Office (ICO)**.

15. Responsibilities

Orion Wildlife is responsible for:

- Implementing this policy
- Providing guidance and training as required
- Monitoring compliance

All staff, volunteers, and representatives must:

- Follow this policy
- Handle personal data responsibly
- Report data protection concerns immediately

16. Monitoring and Review

This policy will be reviewed regularly and updated to reflect changes in legislation or organisational practice.

17. Policy Approval

This Data Protection and Privacy Policy was approved by Orion Wildlife management.

Effective Date: 15 Jan 2026

Review Date: 15 Jan 2027

Signed: Nick Rout
Role: Director