



Transition
Turrieffield

Privacy Statement

Transition Turrieffield is committed to protecting and respecting your privacy. We collect basic personal information to enable us to coordinate our veg box scheme, volunteering opportunities and CSA share waiting list.

Who are we?

Transition Turrieffield is a not for profit Community Interest Company, limited by guarantee. We are registered in Scotland, number: SC391625. Our registered address is: Turrieffield, Sandness Shetland, ZE2 9PL. Transition Turrieffield grows fruit and vegetables for the local community. Produce is sold through a Community Supported Agriculture (CSA) veg box scheme and to local, rural shops, hotels and restaurants.

How do we collect information?

We collect information when you contact us and ask to become a member of our veg box scheme or to volunteer with us. This contact is usually by telephone, email or Facebook Messenger.

What information is being collected?

We collect your name, address, telephone number and email address. We also record the date you contact us. We do not collect any bank details or financial information.

During training events, visits to Turrieffield, training, or other events we might take photographs or videos. We will always ask you to complete a signed agreement before using your image in a public place.

Why is it being collected?

The information is used to:

- maintain our CSA veg box scheme waiting list
- so we may contact you in the future to inform you when a place becomes available on our CSA veg box scheme
- to enable us to deliver a veg box to you
- to pass on information about deliveries and payments
- to inform you of volunteering options and events at Turrieffield.

Photographs and videos are used to provide information to funders and to promote the work we do.

Who has access to your information?

Your information is only available to Director, Penny Armstrong for the purpose of contacting you to achieve the processes listed above. It is stored on a password protected, stand-alone computer hard-drive. It is not connected to any network, or cloud storage mechanism and therefore cannot be accessed by anyone else.

How will your information be used?

Your information will only be used, if we have your permission, to contact you about:

- your place on the veg box scheme waiting list
- your veg box deliveries and payments
- volunteering options and events at Turriefield

Once you become a member of the veg box scheme your contact information might be used occasionally to inform you about opportunities to buy other local food.

Photographs and videos might be used as part of reports to funders and to promote the work we do.

Who will it be shared with?

We do not share, sell or rent your information with any other individuals, organisations or third parties in, or outside, the United Kingdom.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk.

Your choices

We will not contact you by email, phone or Facebook Messenger unless you have given your prior consent.

You may ask to be removed from our list at any time by contacting us by telephone: 01595 870272, email: turriefield@btinternet.com or writing to us at:

Transition Turriefield
Turriefield
Sandness
Shetland
ZE2 9PL

How you can access your information

You may request a copy of the information we hold on you at any time. Please contact us by telephone, email or at the address above.

You may ask for your information to be removed from our records at any time.

Updating our Privacy policy

This policy/statement will be reviewed on a yearly basis. Next review date May 2020

Adopted as policy May 2018