



## 1. About this policy

This policy applies to **Green Environmental and Social Initiatives (GESI)**, a charitable company registered in England and Wales (Charity No. 1214357; Company No. 15784474), which operates under the trading name **Green Levers**.

Green Levers is committed to respecting your privacy and handling personal data responsibly, proportionately, and in line with applicable UK data protection law, including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and related legislation.

This Privacy Policy explains how we collect, use, store and protect personal data through our website and communications.

If you have any questions about this policy or how we use your personal data, please contact us at:

[contact@greenlevers.org](mailto:contact@greenlevers.org)

## 2. What personal information we collect

We may collect personal information when you:

- Contact us by email or through a website contact form
- Express interest in our work, programmes or partnerships
- Sign up to receive updates or communications, including our newsletter

The information we collect may include:

- Your name
- Email address
- Organisation or affiliation
- Any other information you choose to share with us

We do not knowingly collect personal data directly from children under the age of 16 through our website without appropriate consent.

We do not normally seek to collect special category data (such as information about health, political opinions, religion or ethnicity). If such information is shared with us voluntarily, it will only be used where necessary and handled with additional care.



## 3. How we use your information

We use personal data to:

- Respond to enquiries and requests
- Communicate about our work, activities and impact
- Manage relationships with partners, supporters and collaborators

*If you sign up to receive our newsletter, we will use your email address to send you occasional updates about our work and activities. You can unsubscribe at any time.*

We only use personal data where we have a lawful basis to do so, including:

- **Legitimate interest**, for example to respond to enquiries or maintain professional relationships
- **Consent**, where you have actively chosen to receive communications from us

We do not sell, rent or trade personal data, and we do not use personal data for third-party marketing purposes.

## 4. How we store and protect your information

We take reasonable and proportionate steps to ensure that personal data is:

- Stored securely
- Accessed only by those who need it for legitimate purposes
- Protected against unauthorised access, loss or misuse

Personal data may be held electronically or, in limited cases, in paper form. Access is restricted to those acting on behalf of Green Levers who require the information to carry out their role.

## 5. Safeguarding and personal data

Green Levers recognises that, in some circumstances, personal data may relate to safeguarding matters or to individuals who may be vulnerable.

Where personal data is processed in connection with safeguarding concerns, it will be handled with particular care, confidentiality and sensitivity. Such information will only be shared on a strict need-to-know basis, including where this is necessary to protect individuals from harm or to comply with legal or regulatory obligations.



Our approach to handling personal data in safeguarding contexts is consistent with our Safeguarding Policy and relevant Charity Commission guidance.

## **6. Sharing your information**

We do not share personal data with third parties unless:

- It is necessary to support our legitimate activities (for example, secure IT or communications services)
- It is necessary to protect an individual from harm or to respond to safeguarding concerns
- We are legally required to do so

Where we work with third parties, we take steps to ensure appropriate safeguards are in place to protect personal data.

## **7. Social media and third-party platforms**

Green Levers uses social media platforms, including LinkedIn, to share updates about our work and to engage with supporters, partners and the wider public.

If you interact with us on social media (for example by liking, sharing or commenting on our posts, or by sending us a message), any personal data you provide will be processed in accordance with the privacy policies of the relevant platform, as well as this Privacy Policy where applicable.

We encourage you to review the privacy settings and policies of the social media platforms you use.

### **Cookies and analytics**

We use cookies and similar technologies to ensure our website functions properly and to understand how visitors use our site. Where required, cookies are only used with your consent. You can manage your cookie preferences at any time using the cookie settings on our website.

## **8. Images, quotes and partner content**

From time to time, we may publish images, case studies or quotes from partner organisations or collaborators on our website or in communications.

These are used with appropriate consent, and we take care to ensure that individuals and communities are represented respectfully, ethically, and in a way that does not place them at risk or undermine their dignity.



## **9. How long we keep your information**

We keep personal data only for as long as necessary to fulfil the purpose for which it was collected, or as required by law. When data is no longer needed, it is securely deleted or destroyed.

## **10. Your rights**

Under data protection law, you have the right to:

- Request access to the personal data we hold about you
- Ask us to correct inaccurate or incomplete data
- Request deletion of your personal data, where appropriate
- Withdraw consent at any time, where consent is the lawful basis for processing

To exercise any of these rights, please contact us at:

[contact@greenlevers.org](mailto:contact@greenlevers.org)

## **11. Website links**

Our website may contain links to third-party websites. We are not responsible for the content or privacy practices of those sites, and we encourage you to review their privacy policies if you choose to visit them.

## **12. Changes to this policy**

We may update this Privacy Policy from time to time to reflect changes in our activities or legal requirements. Any updates will be published on this page.