

Privacy Notice, Climate Ed

Last updated 30 July 2026

This privacy notice tells you what to expect us to do with your personal information. The privacy notice includes:

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2. [What information we collect, use, and why](#)
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1. Contact details.

Email: contact@climateed.net

2. What information we collect, use, and why.

We collect or use the following information to provide services and goods, including delivery and third party referrals:

- Names and contact details
- Gender
- Pronoun preferences
- Addresses
- Date of birth
- Photographs or video recordings
- Criminal offence data
- Records of meetings and decisions
- Website user information (including user journeys and cookie tracking)
- Information relating to compliments or complaints

We collect or use the following information to receive donations or funding and organise fundraising activities:

- Names and contact details
- Addresses
- Tax payer information (for Gift Aid purposes)

We collect or use the following personal information for service updates or marketing purposes:

- Names and contact details
- Addresses
- Marketing preferences
- Recorded images, such as photos or videos
- Website and app user journey information
- Records of consent, where appropriate

We collect or use the following personal information for research or archiving purposes:

- Names and contact details
- Addresses
- Records of consent, where appropriate

We collect or use the following information for research or archiving purposes:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Sexual orientation information

We collect or use the following personal information to comply with legal requirements:

- Name
- Contact information
- Identification documents
- Criminal offence data

We collect or use the following personal information for recruitment purposes:

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- Copies of passports or other photo ID
- Employment history (eg job application, employment references or secondary employment)
- Education history (eg qualifications)
- Right to work information
- Details of any criminal convictions (eg Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)

We collect or use the following information for recruitment purposes:

- Racial or ethnic origin

- Religious or philosophical beliefs
- Sexual orientation information

We collect or use the following personal information for dealing with queries, complaints or claims:

- Names and contact details
- Address
- Witness statements and contact details
- Correspondence

We also collect or use the following information for dealing with queries, complaints or claims:

3. Lawful bases

Climate Ed will only process your data where we have a valid lawful Basis and only for the period of time necessary to fulfil such processing.

The Lawful Basis that we have identified include:

- Consent – where you have provided us with your data for a specific purpose such as communicating with you, providing you with our newsletter, teaching aides, or other climate information, or where you have applied to be a volunteer, an employee, or a Trustee.
- Contract Obligation – where we are processing data in relation to an agreement with you, including a volunteer agreement, trustee agreement, contract of employment, donation agreement, or an agreement to run a workshop.
- Legal Obligation – where we are required to process your data to fulfil our legal obligations such as for safeguarding reasons, taxation or financial accountancy reasons, or to fulfil our obligations with the Charity Commission.
- Vital Interests – where the processing is essential to preserve a person's life, such as emergency contact details and certain medical information
- Legitimate Interest – where processing your data is necessary to achieve our mission. Where Legitimate Interest is relied on, Climate Ed will complete a Legitimate Interest Assessment to ensure our processing is proportionate.

4. Where we get personal information from

- Directly from you
- From Referees that you have provided to us
- From organisations that employ you, where you have been designated as our contact

5. How long we keep information

Type of Data	Retention Period
Donors - active and potential	6 years/12 months
Partners - active and potential	6 years/12 months
Trustees - current Name, address, email, phone, nationality, EDI characteristics	As long as they are still with the organisation
Trustees - former As above	6 years after their term ends.
Trustees - potential	12 months
Employees - current Name, address, email, phone number, nationality, EDI characteristics, financial details	As long as they are still with the organisation.
Employees - former	Retain for 6 years after the end of the contract.
Employees - potential	12 months
Volunteers - current Name, email, phone number, address, photographic ID, demographic data (if equality and diversity form completed); financial details Volunteers - former	As long as they are still with the organisation / 3 years after they stop volunteering.
Volunteers - potential	12 months
Referees - for trustees / employees / volunteers	12 months for unsuccessful candidate / 6 years following the end of contract
Teachers	Retain for 2 years after the last contact.
Job/trustee applicants	Retain anonymized data for statistical analysis for 3 years.
Job applicants	Retain anonymized data for statistical analysis for 3 years.

6. Who we share information with

Processor	Privacy Information	Use
Ucheck	uCheck Applicant Privacy Policy v1.3	To process DBS certificates
JustGiving	Comprehensive Privacy Policy v30 JustGiving	To process donations
Big Give	Privacy Statement - The Big Give	To process donations
Mailchimp	Global Privacy Statement Intuit	To store and manage email addresses for marketing publicity
Easyfundraising	Privacy Policy Easyfundraising	To process donations
Paypal	PayPal Privacy Statement	To process payments

Others we share personal information with:

- Organisations we need to share information with for safeguarding reasons
- Organisations we're legally obliged to share personal information with
- Publicly on our website, social media or other marketing and information media

7. Your Rights

- Right to be Informed: This policy is designed to inform you about how we process your data
- Right to Access: You have the right to review all of the data that we hold about you
- Right to Rectification: Where the data we hold about you is incorrect or out of date, you have the right to request that this data is corrected
- Right to Erasure: In certain circumstances, where we do not have an overriding lawful basis, you have the right to request that we delete your data.
- Right to Object: In certain circumstances, where we are processing your data under a lawful basis of Legitimate Interest, you have the right to object to this processing.
- Right to Restrict Processing: In certain circumstances, where your data may be incorrect or our lawful basis for processing your data has been challenged, you have to right to restrict the processing of your data.
- Right to Withdraw Consent: Where we are processing your data under a lawful basis of consent, you have the right to withdraw this consent at any time.

To exercise your rights, please email us at contact@climateed.net. We may be required to validate your identity before processing your request.

8. How to complain

If you have any queries about this policy, please contact us at contact@climateed.net

If you believe we have not handled your personal data in accordance with this privacy notice, your wishes, or data protection law, you have the right to make a complaint. We are committed to resolving any concerns promptly and fairly.

You can submit a complaint by:

- Emailing us at **complaints@climateed.net**
- Completing our online contact form at <https://www.climateed.net/contact-us>
- Speaking with an employee, volunteer, or Trustee

We will acknowledge your complaint within **five days** of receipt and will investigate and respond to you without undue delay. For further information on how we handle complaints, please refer to our [Complaints Procedure](#).

You also have the right to escalate your complaint to the Information Commissioner's Office (ICO).

You can contact the ICO at <https://ico.org.uk/make-a-complaint/> or by calling their helpline on **0303 123 1113**.