



DATA PROTECTION POLICY

POLICY PREPARED BY: DERMOTT SALES

DATA PROTECTION OFFICER APPROVED AND EFFECTIVE : 23/5/2018

REVIEWED: ON ANNIVERSARY OR SOONER AS REQUIRED

Olivaverde needs to gather and use certain information about individuals. These can include members, interested people, event attendees, suppliers, business contacts and other people the organisation has a relationship with or may need to contact.

Personal information means information which relates to a living individual who can be identified from that information such as names, e-mail addresses, personal home addresses, personal phone numbers, personal bank account details, personal description and photograph, etc. (“Personal Information”).

This policy describes how this personal data must be collected, handled and stored to meet the company’s data protection standards — and to comply with the law.

Olivaverde (“we”, “our”, “us”) are committed to protecting and respecting Personal Information. We will treat Personal Information securely.

We are the data controller for the purpose of the Data Protection Act 1998 and the General Data Protection Regulation (Regulation (EU) 2016/679) (“Data Protection Legislation”).

If you have any questions, comments and requests regarding your Personal Information (including how to object to us processing your Personal Information) please contact: [olivaverdeit@gmail.com](mailto:olivaverdeit@gmail.com)

## **WHY THIS POLICY EXISTS**

This data protection policy ensures Olivaverde:

1. Complies with data protection law and follow good practice
2. Protects the rights of supporters, customers, staff and partners
3. Is open about how it stores and processes individuals' data
4. Protects itself from the risks of a data breach

## **DATA PROTECTION LAW**

The Data Protection Act 1998 describes how organisations — including Olivaverde— must collect, handle and store personal information. These rules apply regardless of whether data is stored electronically, on paper or on other materials.

To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

The Data Protection Act is underpinned by eight important principles. These say that personal data must:

1. Be processed fairly and lawfully
2. Be obtained only for specific, lawful purposes
3. Be adequate, relevant and not excessive
4. Be accurate and kept up to date
5. Not be held for any longer than necessary
6. Processed in accordance with the rights of data subjects
7. Be protected in appropriate ways
8. Not be transferred outside the European Economic Area (EEA), unless that country or territory also ensures an adequate level of protection

## **SHARING YOUR DATA WITH OLIVAVERDE**

The following sections detail the various ways that you can share your data with Olivaverde and the personal data collected, the purpose(s) we use the data for and the legal basis for processing your data for the intended purpose(s)

## **SUBSCRIBING TO OLIVAVERDE'S EMAIL UPDATES**

This section sets out the Personal Information we collect about our subscribers, the purpose(s) we use your Personal Information for and the legal basis for processing your data.

## **PERSONAL INFORMATION COLLECTED CONTACT DETAILS**

1. Your first and last name.
2. Your Email address.

## **WHAT WE DO WITH YOUR DATA CONTACT DETAILS**

1. We use your name so that we can address you personally when we get in contact.
2. We use this to send you our communications (note we are a digital only organisation).

## **SUBMITTING A CONTACT FORM TO OLIVAVERDE**

This section sets out the Personal Information we collect when you submit a contact us form to Olivaverde, the purpose(s) we use your Personal Information for and the legal basis for processing your data.

## **PERSONAL INFORMATION COLLECTED CONTACT DETAILS**

1. Your first and last name.
2. Your Email address
3. Your Message

## **WHAT WE DO WITH YOUR DATA CONTACT DETAILS**

1. We use your name so that we can address you personally when we respond to your message.
2. Your email address is used to reply to your enquiry. If you have provided your consent, your contact details are also used to provide you with updates on our projects and activities.

## **SHARING PERSONAL INFORMATION**

Depending on the context we may share your Personal Information with the following organisations:

1. 1.Mailchimp a trading name of Rocket Science Group LLP, a company incorporated in Atlanta USA with its registered address at 1526 DeKalb Ave NE, Atlanta, GA 30307 to send you our updates and newsletter.
2. 2.Paypal (UK\_ LTD, a company incorporated under the Companies Acts in England (Company Number: 05468033) with its Registered Office address at New Street Square, London, EC4A 3TW to process your payments.

Appropriate contractual agreements are in place to ensure all personal information is stored and processed securely.

## **DISCLOSING DATA FOR OTHER REASONS**

In certain circumstances, the Data Protection Act allows personal data to be disclosed to law enforcement agencies without the consent of the data subject.

Under these circumstances, Olivaverde will disclose requested data. However the data controller will ensure the request is legitimate seeking assistance from the company legal adviser where necessary.

## **RETENTION PERIODS**

We will not hold your Personal Information for any longer than is necessary for the “uses” outlined above, unless we are required to keep your Personal Data to comply with the law and any regulatory requirements. If you do not give us consent to hold data for a specific purpose then we shall delete all your data at the six month anniversary of your last interaction with us.

## **YOUR RIGHTS**

Under the Data Protection Legislation you have certain rights in relation to your Personal Data:

1. You have the right to access the Personal Information we hold about you by making a subject access request in accordance with the Data Protection Legislation. You can make your request to [olivaverdeit@gmail.com](mailto:olivaverdeit@gmail.com)
2. You have the right to have your Personal Data rectified if it is inaccurate or incomplete. You can exercise your request by contacting [olivaverdeit@gmail.com](mailto:olivaverdeit@gmail.com)
3. You have the right to have your Personal Information deleted.
4. You have the right to restrict the processing of your Personal Information in certain specific circumstances.
5. You have the right to withdraw your consent at any time.

To use your rights, please contact [olivaverdeit@gmail.com](mailto:olivaverdeit@gmail.com)

## **PEOPLE WHO WILL ACCESS YOUR DATA**

The individuals who access your data shall be officers of Olivaverde and can be Director, Data Protection Officer, IT Manager and Marketing Manager.

They shall not use or store your data for any purpose which is not outlined above.

## **DISCLOSURES**

When you provide us with personal information you are sharing that information with us alone unless stated otherwise. We will only disclose personal information to successors in title to our business and suppliers we engage to process data on our behalf. We will not share your information with any other third parties, outside of those specified in this policy, unless you opt-in and authorise us to do so.

## **OTHER WEBSITES**

Our website may contain links to other websites which are outside our control and are not covered by this Privacy Policy. If you access other sites using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their privacy policy, which may differ from ours.

## COOKIES POLICY

Olivaverde ("us", "we", or "our") uses cookies on [mediterraneanoliveoilacademy.org](http://mediterraneanoliveoilacademy.org) (the "Service"). By using the Service, you consent to the use of cookies.

Our Cookies Policy explains what cookies are, how we use cookies, how third-parties we may partner with may use cookies on the Service, your choices regarding cookies and further information about cookies.

### WHAT ARE COOKIES

Cookies are small pieces of text sent by your web browser by a website you visit. A cookie file is stored in your web browser and allows the Service or a third-party to recognize you and make your next visit easier and the Service more useful to you.

Cookies can be "persistent" or "session" cookies.

### HOW OLIVAVERDE USES COOKIES

When you use and access the Service, we may place a number of cookies files in your web browser.

We use cookies for the following purposes: to enable certain functions of the Service, to provide analytics, to store your preferences, to enable advertisements delivery, including behavioural advertising.

### THIRD – PARTY COOKIES

In addition to our own cookies, we may also use various third-parties cookies to report usage statistics of the Service, deliver advertisements on and through the Service, and so on.

We might also use plugin. Please refer to list below to find out about their privacy and cookies policy which might be different from ours

- Facebook <https://www.facebook.com/policy/cookies/>
- Google analytics and Google Plus <https://policies.google.com/technologies/partner-sites?hl=en>
- Twitter <https://twitter.com/en/privacy>
- Instagram <https://help.instagram.com/155833707900388>
- YouTube <https://www.youtube.com/yt/about/policies/#community-guidelines>

### WHAT ARE YOUR CHOICES REGARDING COOKIES

If you would like to delete cookies or instruct your web browser to delete or refuse cookies, please visit the help pages of your web browser.

- Chrome: <https://support.google.com/chrome/answer/95647?hl=it>
- Firefox: <https://support.mozilla.org/it/kb/Gestione%20dei%20cookie>
- Internet Explorer: <http://windows.microsoft.com/it-it/windows7/how-to-manage-cookie-in-internet-explorer-9>
- Opera: <http://help.opera.com/Windows/10.00/it/cookie.html>

- Safari: [http://support.apple.com/kb/HT1677?viewlocale=it\\_IT](http://support.apple.com/kb/HT1677?viewlocale=it_IT)

Please note, however, that if you delete cookies or refuse to accept them, you might not be able to use all of the features we offer, you may not be able to store your preferences, and some of our pages might not display properly.

## **WHERE YOU CAN FIND MORE INFORMATION ABOUT COOKIES**

You can learn more about cookies and the following third-party websites:

- AllAboutCookies: <http://www.allaboutcookies.org/>
- Network Advertising Initiative: <http://www.networkadvertising.org/>