

Privacy Policy

1. Introduction

Couch to Carbon Zero Limited understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of everyone who visits: couchtocarbonzero.org, greenyourteams.com or any of its bespoke Couch to Carbon Zero site for organisations (“Our Sites”) and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of this Privacy Policy is requested when you sign up to undertake a Couch to Carbon Zero sprint or submit a message to us using a form via Our Sites.

2. Definitions and Interpretation

In this Policy the following terms shall have the following meanings:

“Account”	means an account required to access and/or use certain areas and features of Our Sites;
“Cookie”	means a small text file placed on your computer or device by Our Sites when you visit certain parts of Our Sites and/or when you use certain features of Our Sites. Details of the Cookies used by Our Sites are set out in Part 15, below; and
“Cookie Law”	means the relevant parts of the Privacy and Electronic Communications (EC Directive) Regulations 2003

3. Information About Us

Our Sites are owned and operated by Couch to Carbon Zero Limited, a limited company registered in England under company number 14020654.

Registered address: c/o HCI Accounting Ltd, The Counting House, 9 High Street, Tring, HP23 5TE

Data Protection Officer: Aimee Higgins

Email address: team@everyoneofus.uk

Telephone number: 07500705624

4. What Does This Policy Cover?

This Privacy Policy applies only to your use of Our Sites. Our Sites may contain links to other websites. Please note that we have no control over how your data is collected, stored, or used by other websites and we advise you to check the privacy policies of any such websites before providing any data to them.

5. What Is Personal Data?

Personal data is defined by the UK GDPR and the Data Protection Act 2018 (collectively, “the Data Protection Legislation”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

6. What Are My Rights?

Under the Data Protection Legislation, you have the following rights, which we will always work to uphold:

- The right to be informed about our collection and use of your personal data. This Privacy Policy should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 15.
- The right to access the personal data we hold about you. Part 13 will tell you how to do this.
- The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 16 to find out more.
- The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we hold. Please contact us using the details in Part 16 to find out more.
- The right to restrict (i.e. prevent) the processing of your personal data.
- The right to object to us using your personal data for a particular purpose or purposes.
- The right to withdraw consent. This means that, if we are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time.
- The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 16.

It is important that your personal data is kept accurate and up-to-date. If any of the personal data we hold about you changes, please keep us informed as long as we have that data.

Further information about your rights can also be obtained from the Information Commissioner's Office (<https://ico.org.uk/>) or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office (<https://ico.org.uk/>). We would welcome the opportunity to resolve your concerns ourselves, however, so please contact us first, using the details in Part 16.

7. What Data Do You Collect and How?

Depending upon your use of Our Sites, we may collect and hold some or all of the personal and non-personal data set out in the table below, using the methods also set out in the table. Please also see Part 15 for more information about our use of Cookies and similar technologies.

We do not collect any 'special category' or 'sensitive' personal data, or personal data relating to children or data relating to criminal convictions and/or offences.

Data Collected	How We Collect the Data
First Name	Completion of our sign up or enquiry forms, or via use of third party technologies (for business development).
Last Name	Completion of our sign up or enquiry forms, or via use of third party technologies (for business development).
Email Address	Completion of our sign up or enquiry forms, or via use of third party technologies (for business development).
Organisation Name	Completion of our sign up or enquiry forms, or via use of third party technologies (for business development).
Telephone Number	Completion of our sign up or enquiry forms
Office Location / Business Unit	Completion of our sign up or enquiry forms

How did you hear about us?	Completion of our enquiry forms
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8. How Do You Use My Personal Data?

Under the Data Protection Legislation, we must always have a lawful basis for using personal data. The following table describes how we will use your personal data, and our lawful bases for doing so:

What We Do	What Data We Use	Our Lawful Basis
Enrol you in a Couch to Carbon sprint	First Name, Last Name, Email Address, Organisation Name, Office Location, Business Unit	Consent
Respond to an enquiry you submit on Our Sites	First Name, Last Name, Email Address, Organisation Name, How did you hear about us?	Consent
Share sign up details (excluding any personal email address you provide), with our client organisation for the purposes of maximising participation on the Sprint.	First Name, Last Name, Office Location, Business Unit	Consent
Produce anonymous engagement stats and staff feedback for our client organisations	Organisation Name, Office Location, Business Unit	Legitimate Interests - part of our service offering to organisations so they can assess the success of the Couch to Carbon Zero sprint in engaging their staff.
Respond to any email enquiries from those participating in a Couch to Carbon Zero sprint.	First Name, Last Name, Email Address	Consent
Communicating with you	First Name, Last Name, Email Address, Telephone Number	Legitimate Interests - in the course of delivering our services to you or to offer our services where we believe they are relevant to you in your role.
Supplying you with information by email that you have opted-in-to (you may opt-out at any time by unsubscribing.	First Name, Last Name, Email Address, Organisation Name	Consent

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by email with information, news, and offers on our services. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the Data Protection Legislation and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

Third Parties whose content appears on Our Sites may use third-party Cookies, as detailed below in Part 15. Please refer to Part 15 for more information on controlling cookies. Please note that we do not control the activities of such third parties, nor the data that they collect and use themselves, and we advise you to check the privacy policies of any such third parties.

We will only use your personal data for the purpose(s) for which it was originally collected unless we reasonably believe that another purpose is compatible with that or those original purpose(s) and need to use your personal data for that purpose. If we do use your personal data in this way and you wish us to explain how the new purpose is compatible with the original, please contact us using the details in Part 16.

If we need to use your personal data for a purpose that is unrelated to, or incompatible with, the purpose(s) for which it was originally collected, we will inform you and explain the legal basis which allows us to do so.

In some circumstances, where permitted or required by law, we may process your personal data without your knowledge or consent. This will only be done within the bounds of the Data Protection Legislation and your legal rights.

9. How Long Will You Keep My Personal Data?

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

Type of Data	How Long We Keep It
First Name	The date you request deletion or 18 months whichever is the sooner. 18 months is deemed the appropriate duration in case you engage with our services more than once so we can understand the history of your engagement with us.
Last Name	See above
Email address	See above
Telephone number	See above
Organisation	See above
Office location or business unit	See above

10. How and Where Do You Store or Transfer My Personal Data?

We process personal data using automated means. It is collected and processed using the following technologies:

- Squarespace
- Mailchimp
- Zapier

We will store some of your personal data in the UK. This means that it will be fully protected under the Data Protection Legislation.

We will store some of your personal data within the European Economic Area (the “EEA”). The EEA consists of all EU member states, plus Norway, Iceland, and Liechtenstein. This means that your personal data will be fully protected under the EU GDPR and/or to equivalent standards by law. Transfers of personal data to the EEA from the UK are permitted without additional safeguards.

We may store some or all of your personal data in countries outside of the UK. These are known as “third countries”. We will take additional steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the Data Protection Legislation as follows:

We will only store or transfer personal data in or to countries that are deemed to provide an adequate level of protection for personal data. For further information about adequacy decisions and adequacy regulations, please refer to the [Information Commissioner’s Office](#).

Please contact us using the details below in Part 16 for further information about the particular data protection safeguards used by us when transferring your personal data to a third country.

The security of your personal data is essential to us, and to protect your data, we take a number of important measures, including the following:

limiting access to your personal data to those employees with a legitimate need to know and ensuring that they are subject to duties of confidentiality;

procedures for dealing with data breaches (the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, your personal data) including notifying you and/or the Information Commissioner’s Office where we are legally required to do so.

11. Do You Share My Personal Data?

We will not share any of your personal data with any third parties (other than those automation software tools mentioned in Part 10) for any purposes, subject to the following exceptions.

If we sell, transfer, or merge parts of our business or assets, your personal data may be transferred to a third party. Any new owner of our business may continue to use your personal data in the same way(s) that we have used it, as specified in this Privacy Policy.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

If any of your personal data is shared with a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law, as described above in Part 9.

12. How Can I Control My Personal Data?

In addition to your rights under the Data Protection Legislation, set out in Part 6, when you submit personal data via Our Sites, you may be given options to restrict our use of your personal data. In particular, we aim to give you strong controls on our use of your data for direct marketing purposes (including the ability to opt-out of receiving emails from us which you may do by unsubscribing using the links provided in our emails).

You may also wish to sign up to one or more of the preference services operating in the UK: The Telephone Preference Service ("the TPS"), the Corporate Telephone Preference Service ("the CTPS"), and the Mailing Preference Service ("the MPS"). These may help to prevent you receiving unsolicited marketing. Please note, however, that these services will not prevent you from receiving marketing communications that you have consented to receiving.

13. Can I Withhold Information?

You may access Our Sites without providing any personal data at all.

You may restrict our use of Cookies. For more information, see Part 15.

14. How Can I Access My Personal Data?

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a "subject access request".

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 16.

There is not normally any charge for a subject access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to your subject access request within 21 working days and, in any case, not more than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

15. How Do You Use Cookies?

Our Sites uses only 'functional and required' first-party Cookies that may be placed on your computer or device and are listed [here](#). These are integral to the functioning of Our Sites and your use experience of Our Sites. We do not use any marketing or analytical Cookies. First-party Cookies are those placed directly by us (using our web hosting service provider, SquareSpace) and are used only by SquareSpace for the purposes stated.

All Cookies used by and on Our Sites are used in accordance with current Cookie Law.

Before Cookies are placed on your computer or device, you will be shown a pop-up requesting your consent to set those Cookies. By giving your consent to the placing of Cookies you are enabling us to provide the best possible experience and service to you.

In addition to the controls that we provide, you can choose to enable or disable Cookies in your internet browser. Most internet browsers also enable you to choose whether you wish to disable all Cookies or only third-party Cookies. By default, most internet browsers accept Cookies, but this can be changed. For further details, please consult the help menu in your internet browser or the documentation that came with your device.

You can choose to delete Cookies on your computer or device at any time, however you may lose any information that enables you to access Our Sites more quickly and efficiently including, but not limited to, login and personalisation settings.

It is recommended that you keep your internet browser and operating system up-to-date and that you consult the help and guidance provided by the developer of your internet browser and manufacturer of your computer or device if you are unsure about adjusting your privacy settings.

16. How Do I Contact You?

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details (for the attention of Aimee Higgins):

Email address: team@everyoneofus.uk

Telephone number: 07500705624

Postal Address: c/o HCI Accounting Ltd, The Counting House, 9 High Street, Tring, HP23 5TE

17. Changes to this Privacy Policy

We may change this Privacy Policy from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be immediately posted on Our Sites and you will be deemed to have accepted the terms of the Privacy Policy on your first use of Our Sites following the alterations. We recommend that you check this page regularly to keep up-to-date. This Privacy Policy was last updated on 1 May 2024.

18. Attribution

This Privacy Policy has been created using a document template from www.simply-docs.co.uk.