New Findhorn Association (NFA)

Privacy Notice

Last updated: 13 October 2026

The New Findhorn Association (NFA) respects your privacy and is committed to handling your personal information responsibly.

Who we are

The New Findhorn Association is an unincorporated association serving the community of Ecovillage Findhorn and its wider community of members and participants.

For data-protection purposes, NFA is responsible for the personal information it collects and uses.

What information we collect

Depending on how you interact with NFA, we may collect:

- your name and contact details;
- membership information;
- information about volunteering, participation or activities;
- event or booking information;
- email and communication preferences;
- correspondence with NFA; and
- photographs or other information where you can be identified.

We only collect information that is relevant and reasonably necessary for our activities.

Why we use your information

We use personal information to:

- administer NFA membership;
- communicate with members and the wider community;
- organise meetings, events and activities;
- provide NFA services and community information;
- administer volunteering and other participation;
- maintain appropriate organisational and governance records;
- respond to enquiries;
- meet legal or regulatory requirements; and
- maintain the security and effective operation of our systems.

Where we send optional newsletters or other communications, we will provide an appropriate way to opt out.

Our lawful basis

Depending on the circumstances, NFA may process personal information because:

- it is necessary to administer membership or provide a service;
- it is necessary for NFA's legitimate interests, provided those interests are not overridden by the individual's rights and interests;
- we have a legal obligation to do so; or
- you have given consent.

Where we rely on consent, you can withdraw it at any time.

Who we share information with

We do not sell personal information.

We may share information with trusted service providers where necessary to carry out NFA activities, such as providers of email, mailing-list, event, website, online meeting, payment or IT services.

We may also disclose information where required by law or where necessary to protect people's rights or safety.

We take reasonable steps to ensure that organisations processing personal information for NFA provide appropriate safeguards.

How long we keep information

We keep personal information only for as long as it is reasonably necessary for the purpose for which it was collected, or for longer where we have a legal, accounting, governance, historical or other legitimate reason to do so.

Our general retention periods are set out in the **NFA Data Protection, Information Security & Acceptable Use Policy**.

We securely delete, destroy or anonymise information when it is no longer required.

Your rights

Depending on the circumstances, you have rights under data-protection law to:

- ask what personal information we hold about you;
- request a copy of your information;
- ask us to correct inaccurate information;
- ask us to delete information where appropriate;
- object to certain uses of your information;
- ask us to restrict certain processing; and
- withdraw consent where processing is based on consent.

To exercise your rights, or ask a question about how NFA uses your information, contact:

NFA Data Protection Lead: Cintia De Godoy Listener Convenor nfa@findhorn.cc

Complaints

If you are concerned about how NFA has handled your personal information, please contact us first so that we can try to resolve the matter.

You also have the right to complain to the **Information Commissioner's Office (ICO)**.

Information Commissioner's Office (ICO)

Keeping this notice up to date

We will review this Privacy Notice periodically and update it when our activities or the way we use personal information changes.

A copy of this Privacy Notice is available on the NFA website and can also be provided in printed or alternative formats on request.

THE FOLLOWING INFO IS FOR NFA INTERNAL USE AND WILL NOT BE IN THE POLICY AS SENT TO THOSE JOINING THE MAILING LIST OR ON OUR WEBSITE

Important point to note is that the Privacy Notice is **not simply a webpage that exists somewhere**. We should make it available **at or around the point where NFA collects someone's personal information**, in a way appropriate to how we collect it. The ICO specifically says that merely putting a notice on a website and expecting people to find it isn't enough.

For NFA, I would keep this very simple:

Where NFA collects information	What to do
NFA website	Permanent Privacy Notice page, linked from the footer
Membership application	Add a short privacy statement + link to the full notice
Online membership form	Put the short statement/link immediately alongside the form
Event registration forms	Short statement + link, particularly where NFA is collecting names/email addresses
Volunteer application/sign-up	Short statement + link
Email enquiries	Usually the full notice doesn't need attaching to every ordinary email, but have a link in the NFA email signature or provide it when appropriate
Paper forms	Include a short privacy statement and either the web address or a note saying a paper copy is available
Mailing-list sign-up	Short statement explaining what the email address will be used for + link to full notice

Telephone/in-person collection	Tell the person the key information and explain where they can find the full notice; this can be recorded where appropriate
Information obtained from someone else	Provide the privacy information within the required timeframe — generally within one month, or earlier if NFA first contacts the person or discloses their data.

We don't need to send the whole Privacy Notice every time

The ICO supports a **layered approach**: give people a short, relevant explanation when they provide their information, with a prominent link to the full Privacy Notice.

For example, the NFA membership form could simply say:

> **Privacy:** We will use the information you provide to administer your NFA membership and communicate with you about NFA activities. We will handle your information in accordance with our [Privacy Notice].

That's enough as the **front layer**, provided the linked Privacy Notice contains the fuller information.

For a volunteer form, we could have:

> **Privacy:** We will use the information you provide to administer your volunteering with NFA and communicate with you about your role. Please see our [Privacy Notice] for information about how we handle personal data.

And the full notice sits centrally on the website.

What about existing members?

We don't need to email the Privacy Notice to every member every time they interact with NFA.

But when you adopt the new Privacy Notice, I'd recommend **one proactive communication to existing members**, particularly because you're formalising the NFA's arrangements. Something as simple as:

> *We've updated NFA's arrangements for handling personal information. Our Privacy Notice explains what information we hold, why we use it, how long we keep it and your rights. You can read it here: [link].*

Then it's available to them thereafter.

The ICO says privacy information should be reviewed and changes proactively brought to people's attention.