

# Personal Information Privacy Policy



## About this Policy

- 1.1 This Policy explains when and why we collect personal information about our group members how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our website at <http://www.folc-nr.co.uk/> regularly for any amendments (but amendments will not be made retrospectively)
- 1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)) For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

## 2. Who are we?

- 2.1 We are Friends of Linthorpe Cemetery and Nature Reserve. We can be contacted via our website as above.

## 3. What Information we collect and why.

Type of Information	Purposes	Legal Basis of Processing
Member's names, address, phone no., e-mail address.	Managing the Member's membership of the group.	Performing the Group's contract with the Member. For the purposes of our legitimate interests in operating the Group.
Photos and videos of Members and their activities	Putting on the Group's website and social media pages and using in press releases.	<b>Consent.</b> We will seek the Member's consent on their application form, the member may withdraw their consent at any time by contacting us by email or letter.
The Member's name, town of residence, phone no. and email address	Creating and managing the Group's Membership Directory.	Consent. We will seek the Member's consent on their membership application form The Member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to appear in the Membership Directory.
Member's name and e-mail address.		For the purposes of our legitimate interests in operating the Group.

## 4. How we protect your Personal Data.

- 4.1 We will not transfer your personal data outside the EEA without your consent.

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorized alteration or destruction. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.4 For any payments which we take from/make to you online we will use a recognized online secure payment system.

## 5. **Who else has access to the information you provide to us?**

5.1 We will never sell your personal data. We will not share your data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above.

## 6. **How long do we keep your information?**

6.1 We will hold your personal data in our systems for as long as you are a Member of the Group and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain it in an archived form in order to be able to comply with future legal obligations eg. Compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.

6.2 We securely destroy all financial information once we have used it and no longer need it.

## 7. **Your Rights**

7.1 You have rights under the GDPR:

- a) to access your personal data
- b) to be provided with information about how your personal data is processed
- c) to have your personal data corrected
- d) to have your personal data erased in certain circumstances
- e) to object to or restrict how your personal data is processed
- f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to the Committee via our website.

Draft 1 Malcolm Cummins. January 2018