

# FSW Privacy Policy

The committee members of Friends of Selsdon Wood respect your privacy and want you to understand how we collect, use, and share data about you. This Privacy Policy covers our data collection practices and describes your rights to access, correct, or restrict our use of your personal data under the EU General Data Protection Regulation which becomes law on May 25, 2018.

This notice has the following sections:

- What information do we collect?
- Who holds your information?
- How is your information used?
- Who do we share your information with?
- Your rights..

## What Information Do We Collect?

We collect information from all members vis the membership application form. This includes:

- Name
- Address
- Email address
- Phone number
- Membership fees & donations paid
- Consent to Gift Aid and to keeping your data for GDPR purposes
- Additional household members.

## Who Holds Your Information?

The data is held by the membership officer, treasurer and chair of the Friends of Selsdon Wood. For the purposes of GDPR the Data Controller is the chair and the Data Holders are the membership officer and treasurer.

## How Is Your Information Used?

We use your information in the following ways:

- To send out monthly newsletters.
- To contact you when your subs are due
- To notify members of AGMs, EGMs and subsequent related correspondence.

## Who Do We Share Your Information With?

When claiming Gift Aid from the government we share the details of those who have consented to gift aid.

We do not share your information with anyone else.

## Your Rights

You have certain rights under the law and under this notice to request access to your information, to request us to update it, delete it or restrict the way it is used. You also have a right to complain.

To request access or updates to your information please email the FSW on [selsdonwood@gmail.com](mailto:selsdonwood@gmail.com)

You can request the deletion of your data. Please email the the FSW on [selsdonwood@gmail.com](mailto:selsdonwood@gmail.com). Note that doing so will prevent the FSW from sending you monthly newsletters.

You have the right to lodge a complaint with the Information Commissioner's Office <https://ico.org.uk>