

FSW Privacy Policy 20.7.18

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 (GDPR) which became 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 via the membership application form. This includes:

- Name.
- Address.
- Email address.
- Phone number.
- Membership fees & donations paid.
- Standing Order details where appropriate.
- Consent to claim 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 submit annual Gift Aid claim yo HMRC.
- To contact you when your subs are due or with other membership related correspondence.
- 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 to your information please email the FSW on selsdonwood@gmail.com

You can request the amendment or deletion of your data within 28 days. (This is to allow for queries to be settled – normally it will be much shorter). Please email the FSW on selsdonwood@gmail.com. Note that deletion will prevent the FSW from sending you monthly newsletters.

When a member leaves, their details will be destroyed on the 31st December of the next year. (This is to allow time for the administration of Gift Aid claims).

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

This document with other FSW constitution and policy statements is available from
<http://www.friendsofselsdonwood.co.uk/agm.php>

H. Govier. (Chair)