

The Friends of Bushy and Home Parks – Personal Data Privacy Policy Notice

Who are we?

The Friends of Bushy and Home Parks (FBHP) is a charity, registered number 1137203, whose aims are to promote public enjoyment and knowledge of the parks and the parkland environment and the need for conservation and protection; to protect and promote free access subject to restrictions for conservation reasons; to raise funds for these aims; to represent the views of park users; to advocate changes to further the above.

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the GDPR). Under the terms of the GDPR, FBHP is the data controller for personal data held to manage the membership and operations of this organisation.

How do we process your personal data?

FBHP complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

What personal data do we use, and why?

Personal data collected from members may consist of name; postal address; email address; telephone number(s); the number of persons per household and their identities; joining dates; bank account details (if given); and records (and the absence of records as the case may be) of subscriptions, donations and Gift Aid declarations.

Personal data collected from a non-member Donor, or from a Purchaser of items from the Friends' online shop, through our website will only comprise name and address, email address and payment confirmation details including credit card, debit card or banking account details necessary to record the donation or to fulfil the purchaser's order.

The uses that may be made of the data are:

- To record your membership, and to maintain membership records
- To contact you about the status of your membership
- To contact you about the activities of FBHP, including appeals for funding, announcements about our activities and park matters
- To notify you of retail opportunities available on line
- To send you your Newsletter (by post, hand delivery or email) and Membership Card

- To manage the training, welfare, and operational rota for FBHP volunteers at the Visitor Centre in Bushy Park
- To record your donation if you are not a member
- To fulfil your order of a purchase made through the Friends website online shop
- To comply with obligations of disclosure that may arise under Clause 7.4 of the Constitution of FBHP
- To enable FBHP to submit proper information as required by HMRC for Gift Aid purposes
- To facilitate the keeping of accurate accounting records and audit
- To disclose to any person or body (e.g The Charity Commission; HMRC; a Court of Law) having the right by law to require production of the information

What is the legal basis for processing your personal data?

FBHP is a members' organisation. Personal data about members is held with the consent of the member supplying that data, which is given for the purposes of becoming a member and taking part in the activities of the association. Members consent to FBHP processing the data in connection with, and for the purposes of, the management and operation of the organisation, including volunteers, in accordance with the Constitution, and to fulfil FBHP's obligations to members.

There is a legitimate interest for FBHP and HMRC that FBHP should hold personal data of a donor to the charity for the purposes of fulfilling legal obligations and keeping of accurate records.

Personal details of purchasers who are not members are held under contractual necessity to enable the contract with the purchaser to be fulfilled, and for any of the purposes mentioned above that can apply to non-members.

Members, donors and purchasers on line of FBHP goods have a right to complain to the ICO (Information Commissioner's Office) if they think there is a problem with the way their data is handled that cannot be resolved by reference to FBHP.

Who else has access to your data?

No other organisation or individual outside FBHP has access to personal data which we hold. The Friends of Bushy and Home Parks promise never to sell or share your data with any third party, nor use that data for any other purpose than set out in this policy document.

Where is your data stored?

The data is held in a membership database, in email archives and in contact management systems. Access to these systems is password-protected and confined to a small number of specified officers of FBHP (Chair, Treasurer, Membership Secretary, Volunteer Coordinator, Newsletter Distribution Manager, **Visitor Centre Shop Manager**). Original membership application/renewal forms, Gift Aid Declarations and other documents which may contain personal data are securely held by one or more of the same people.

FBHP policy is that archived data will be kept for at least six years after the date of acquisition. In practical terms, the data is held for the minimum period required for workable administration.

How to view your data or ask for it to be removed

Under GDPR an individual has the following rights:

- The right to be informed;
- The right of access;
- The right to rectification;
- The right to erasure;
- The right to restrict processing;
- The right to data portability;
- The right to object;
- The right not to be subject to automated decision making and profiling.

If you wish to exercise any of the above rights, please contact the Secretary and we will provide you with a copy of all the data we hold connected with your name and/or your email address. We will aim to respond within one month.

Further processing

If, in the future, we need or wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

How to contact us:

The Friends of Bushy and Home Parks, White Lodge, The Stockyard, Hampton Court Road, TW12 2EJ

Email: chair@fbhp.org.uk

or email: secretary@fbhp.org.uk

Website: www.fbhp.org.uk

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