

# **Privacy Notice for The Friends of Poole Park**

## **Registered Charity No: 1174865**

### **What personal data does The Friends of Poole Park collect?**

The data we routinely collect includes members' names, addresses, email addresses and telephone numbers. We collect this data directly from our members when they join the organisation.

### **What is this personal data used for?**

We use members' data for the administration of your membership; the communication of information, and the organisation of events.

### **Who is your data shared with?**

Your membership data is not passed to any third parties.

Your personal data is not passed on by us to any other organisations.

### **Where does this data come from?**

Data for most of our members comes from them when they join The Friends of Poole Park or when they advise us of an update to their information.

### **How is your data stored?**

This information is mainly stored in digital form on computer and in the form of written documents stored at the Membership Secretary's address which is also the charity's registered office.

### **Who is responsible for ensuring compliance with the relevant laws and regulations?**

Under the GDPR (General Data Protection Regulation) we do not have a [statutory requirement to have a Data Protection Officer](#). The person who is responsible for ensuring The Friends of Poole Park discharges its obligations under the GDPR is Mrs P Lincoln.

### **Who has access to your data?**

Members of the committee have access to members' data in order for them to carry out their legitimate tasks for the organisation.

A member or charity trustee of the CIO is entitled on request to inspect or to be provided with a copy of all or part of the register of members where—

- a) the request is made for the purposes of carrying out the requester's duties as a charity trustee or member of the CIO; or
- b) the request is to inspect or to be provided with a copy of the entry in the register which is made for the requester.

### **What is the legal basis for collecting this data?**

The Friends of Poole Park collects personal data that is necessary for the purposes of its *legitimate interests* as a membership organisation.

For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

### **How you can check what data we have about you?**

If you want to see the basic membership data we hold about you, you should contact The Membership Secretary, Mrs P Lincoln. Email:pat.lincoln@live.co.uk

You can contact us with a "[Subject Access Request](#)" if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

### **Does The Friends of Poole Park collect any "special" data?**

The GDPR refers to sensitive personal data as "special categories of personal data". We do not record any such special data/of these categories.

### **How can you ask for data to be removed, limited or corrected?**

There are various ways in which you can limit how your data is used.

- You could maintain your membership with your name but with limited contact details. However, we do need to have at least one method of contacting you. You could for example simply maintain an up-to-date email address.
- Any of these options can be implemented for your membership by contacting The Membership Secretary, Mrs P Lincoln.

### **How long we keep your data for, and why?**

- We normally keep members' data after they resign or their membership lapses in case they later wish to re-join. As a Charitable Incorporated Organisation we are legally obliged to retain your data for ten years after membership ceases.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

#### **What happens if a member dies?**

We normally keep members' information after they die. If requested by their next-of-kin to delete it we will do so on the same basis as when requested to remove data by a former member.