

Friends of Jubilee Country Park – Privacy statement

Our commitment to your privacy

We are committed to keeping the personal details of our members safe. This policy explains how and why we use your personal data. We will never sell your personal data.

Why do we collect your personal data?

We use personal data of members to keep in touch with you.

We will only ever collect, store and use your personal data when we have an identified purpose and reason to do so. Further information about why we collect your personal data is outlined below.

a) To administer your membership of the Friends of Jubilee Country Park

We collect your personal data to administer your membership, which may involve:

- Sending you your membership welcome pack when you first join us
- Sending you your membership renewal letter and/or email
- Getting in touch should there ever be any issues processing your subscription payment

b) To send you information about our work and ask for your opinion

We also collect your personal data so that we can send you information about our work that we feel will be of interest to you. This includes your newsletter and newsletter requests, events, fundraising appeals, feedback, campaigns and requests for volunteers on projects or at events.

Membership: joining and leaving

Membership runs for one calendar year from January 1st. New members who join after September will be registered as members for the remainder of the current year and for the following year. We send out renewals to those:

- who have no email address with the Autumn newsletter, by post
- who have email addresses, at the end of the year, by email
- reminders may be made by telephone or personal contact in the first quarter

If you do not renew, and have not explicitly told us, we will continue to send you information until September. Then, if we still have not heard from you, we will move your details to an archive for one year in case there has been an error in recording subscriptions

What kind of personal data do we collect? How do we collect it?

a) Basic information

We collect basic information about you, including your name, postal address, telephone number and email address. We also hold the names of everyone in the household who you register as a member. We collect this data from you directly, mainly from the

membership and renewal forms but occasionally over the telephone, in writing or through an email.

b) Getting to know you better

We also collect information about you that may include:

- information about your volunteering interests, which you tell us through feedback on requests
- records of donations
- your preferences of how you would like us to contact you
- ways you've helped us through volunteering your time
- records of events you've attended, or campaigns or activities that you've been involved in

Once again, most of the time we collect this data from you directly

c) Sensitive personal data

We do not collect or store sensitive personal data (such as information relating to age, health, beliefs or political affiliation) about members..

If you are a volunteer then we may collect extra information about you, for example:

- details of emergency contacts
- medical conditions

How do we store your data?

a) Security

All of the personal data we process is processed by committee members.

Electronic data and databases are stored on secure computer systems and we control who has access to information (using both physical and electronic means).

d) Data retention policy

We will only use and store information for as long as it is required for the purposes it was collected for. We continually review what information we hold and delete what is no longer required.

Your rights

This privacy notice outlines how we capture, store and use your data. If you have any questions about any elements of this policy, please contact us.