

## **1. INTRODUCTION**

**To ensure compliance with the General Data Protection Regulation coming into force in May 2018, the Friends of the Biddenham Pond (FOTBVP) have issued this Privacy Notice.**

The FOTBVP is committed to protecting the privacy of our Friends and Supporters. This policy explains how we collect, store and use the personal information (any information which identifies you or which can be identified as relating to you personally) you give to us. We only collect the information that we need to carry out the stated objectives of the FOTBVP and the lawful basis that we rely on to collect and process this data is achieved by obtaining your consent.

We will therefore ask our Friends and Supporters to specifically “opt-in” to receiving communications from us and agree to the format in which the communication should be delivered (eg. email, letterbox or phone).

If you wish your data to be removed from our records or decide not to receive communications from us or change how we contact you, you may do thus at any time by contacting the Friends of the Biddenham Village Pond in writing at 59A Day’s Lane, Biddenham, Bedford, MK40 4AE. Likewise any questions about this notice should be sent to the same address.

## **2. WHAT INFORMATION WE COLLECT**

### **a. Personal data you provide**

We collect data you provide to us electronically and in paper format. This includes information you give when joining - for example:

- personal details (name, email, address, telephone etc.)
- subscription amount and date
- payment information (bank details for standing order payment). Please see section 6 for more information on payment security);
- how you would like to hear from us

### **b. Information created by your involvement with FOTBVP**

Your activities and involvement with FOTBVP will result in personal data being created and this could include details of how you’ve helped us by volunteering or being involved with our activities, and photographs being taken of such events.

### **c. Information we generate**

- **Profiling** - we profile subscription patterns to enable us to send timely and relevant reminders to Friends when subscriptions are due for renewal.

We do not conduct any other research and analysis on the information we hold.

### **d. Information from third parties**

We do not receive personal data about individuals from third parties and we do not use third parties to help us conduct research and analysis on personal data.

We may collect information from social media where you have given us permission to do so, or if you post on one of our social media pages.

### **e. Sensitive personal data**

We do not normally collect or store sensitive personal data about supporters and friends. However should this occur we will take care to ensure your privacy rights are protected.

## **3. HOW WE USE INFORMATION**

We’ll use the information we collect to communicate with you about our conservation activities, joint activities with other village or like-minded organisations, to manage your membership and renewal requests, organise volunteers, to comply with a legal duty or to protect your or our own interests.

Please let us know if your details have changed.

### **a. Marketing**

We use personal data to communicate with people, to promote the conservation work of FOTBVP, to help with fundraising and provide information about our events and activities. We will only communicate with you in accordance with your specific preference.

#### **b. Administration**

We use personal data for administrative purposes (i.e. to carry on our charity and conservation work). This includes:

- receiving donations, which will include thanking you for your support
- managing subscriptions (e.g. standing orders, cash or cheque);
- maintaining a database of our friends and volunteers;
- maintaining a distribution list
- helping us respect your choices and preferences (e.g. if you ask not to receive marketing material, we'll keep a record of this).

#### **4. DISCLOSING AND SHARING DATA**

- We will **never** sell your personal data.
- Your information will only be accessible to FOTBVP committee members
- Where you sign a standing order mandate to pay your subscriptions and send that mandate to us, we will send it by post to the Bank at the address that you give on the mandate.
- Occasionally, where we partner with other organisations, we may also share information with them (for example, if you register to attend an event being jointly organised by us and another charity). We'll only share information when necessary, or where we are legally obliged to.

#### **5. YOUNG PEOPLE**

- **Photographs**

We want young people to join in local conservation, and occasionally they may appear in a photo. If your child is under 16 then we will ask for your written permission to feature their photo but we will not include their name.

- **Marketing and fundraising**

We won't use under 18 year olds personal data for any marketing or fund raising purposes and we won't profile it.

#### **6. HOW WE PROTECT DATA**

Your data is either kept as hard copy or stored electronically.

- Electronic data and databases are stored on computer systems and we will take reasonable technical precautions to control who has access to your information to prevent unauthorised access or disclosure.
- Hard copy information will be disposed of by shredding and electronic information will be deleted.
- If a committee member leaves the organisation, all personal data that they hold will be handed over to another committee member or destroyed.
- Bank details - Standing Order mandates are copied and then sent to the donor's Bank. Copies are shredded 1 month after successful set-up. No bank details are kept electronically by FOTBVP
- Please note that data transmitted by the internet is not 100% secure.

All committee members who store data on behalf of FOTBVP are aware of the requirements of this Notice and are expected to follow agreed data protection procedures when handling personal data.

#### **7. RETENTION**

We will only use and hold personal information for so long as it is reasonably necessary to administer your relationship with us, and typically 2 years after your last interaction with us, unless required for legal reasons.

We continually review what information we hold and delete what is no longer required.

#### **8. YOUR RIGHTS**

We aim to ensure you remain in control of your personal data, and you have the following legal rights:

- the right to confirm whether or not we have your personal data and, if we do, to request a copy of that information (this is known as subject access request);
- the right to have your data erased where it is no longer necessary for FOTBVP to retain such data;
- the right to have inaccurate data corrected;

- the right to withdraw your consent to the processing of your data at any time;
- the right to change or withdraw your consent to receive communications from us;
- the right to make a complaint.

If you would like further information on your rights or wish to exercise them, please write to the Friends of the Biddenham Village Pond, 59A Day's Lane, Biddenham, Bedford, MK40 4AE

### **Complaints**

You can complain to the FOTBVP directly by using the address above. If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner's Office which regulates and enforces data protection law in the UK. Details of how to do this can be found at [www.ico.org.uk](http://www.ico.org.uk)

### **9. WEBSITE AND FACEBOOK**

Our website is hosted by Wordpress and uses cookies. Wordpress has a number of subscription options, including a free service. A condition for websites opting for the free service is that visitors to those sites may occasionally see advertisements. The websites concerned have no influence over the advertisements that may appear. As a small local charity FOTBVP has subscribed to the free service. People opting to 'Follow' the FOTBVP website receive automatic emails of posts on the site. They can at any time opt out of Following and their data recorded to enable automatic emails to be sent to them will then automatically be deleted from the site. Their contact details are not used for any other purpose. Personal data about visitors to the site is not collected but statistics are collated automatically about numbers of visitors and pages viewed.

Our Facebook Page is hosted by Facebook. People opting to 'Like' our Page receive on their own Facebook pages copies of FOTBVP posts. They can at any time opt out of Liking our Page in which case they will no longer receive our posts on their pages.

Details of the privacy policies of both Wordpress and Facebook can be found on their respective websites.

### **Links to other sites**

Our website contains hyperlinks to other websites. We are not responsible for the content or functionality of any of those external websites (but please let us know if a link is not working by using the 'Contact us' link at the top of the page). If an external website requests personal information from you the information you provide will not be covered by the FOTBVP Privacy Notice. We suggest you read the privacy notice of any website before providing any personal information.

### **10. CHANGES TO THIS PRIVACY POLICY**

We may amend this Privacy Policy from time to time to ensure it remains up-to-date and accurately reflects how and why we use your personal data. The current version of our Privacy Policy will always be posted on our website, and a copy may be requested by email to [jane@80kLtd.co.uk](mailto:jane@80kLtd.co.uk).