

Friends of Pittville – Data Processing Policy

FOP follows this policy on the collection and use of members' data in order to protect their personal information (in compliance with UK's data protection legislation).

Under the terms of the General Data Protection Regulation, FOP as a membership organisation has a legitimate interest in collecting and using this data.

1. When a person joins FOP we request the following information on a membership form
 - name and address (essential);
 - email address;
 - whether the member wishes to Gift Aid their subscription.
2. The information will be used to
 - record the details of paid-up members, maintain the mailing list and manage Gift Aid applications;
 - contact members with information relevant to FOP's activities.
3. Only one membership form needs to be completed. In subsequent years, if a subscription is paid, it will be deemed as renewing membership. Only in cases where members wish to update their details will it be necessary to complete a new form.
4. FOP will remove all or part of the information held if requested by a member. If a member misses two annual membership renewals, their data will be deleted and the membership form destroyed.
5. The information is held securely by the FOP Membership Secretary. Information is shared with the FOP Treasurer and FOP Secretary. FOP will notify members immediately if there has been a data protection breach.
6. The information will not be released to another person or organisation without the express and prior permission of the member. (Note: information is passed to HMRC for those members who have signed a Gift Aid permission)
7. Under E-privacy regulations, existing members who receive emails already (at May 2018) will continue to receive them. New members will be asked to tick a box on the form if they consent to being contacted by email. Members can withdraw their consent at any time by 'unsubscribe' or contacting FOP (membership@friendsofpittville.org.uk)
8. Notices communicated by email will be sent out so that other recipients' details are hidden.

Note: Those joining the Green Space Volunteers will be asked for additional information for health and safety reasons, but this information is kept in hard copy only by the volunteers' organiser and does not form part of the main membership information. FOP Trustees share additional information about themselves for communication purposes.

May 2018