



# PRIVACY POLICY

For the purposes of the General Data Protection Regulation (GDPR) and UK data protection laws, the Controller is Friends of Kelsey Park.

## PURPOSE

This Policy sets out how the Friends of Kelsey Park (FoKP) collects and processes your personal data.

## HOW WE COLLECT YOUR DATA

- Directly from you when you fill in an application for membership
- Your Membership Renewal Forms
- From someone else who has applied for membership on your behalf

## THE TYPES OF INFORMATION WE COLLECT

- Your name, address and telephone number
- Your email address
- Any area of volunteering for which you have indicated an interest
- The date you joined the FoKP
- Any changes you advise us by letter, email or telephone

## HOW WE USE YOUR PERSONAL DATA

- For the distribution of the FoKP magazine
- To inform you of your membership renewal
- To tell you about meetings and events and also for requesting articles and photos for the FoKP magazine (normally using 'Mailchimp')
- Communication with Conservation Volunteers
- Communications for Staffing the Information Centre and for volunteering for events

## HOW WE SECURE YOUR DATA

- Your data, given to us by you, is held on a database on the Membership Secretary's PC which has no public access
- The FoKP magazine Editor maintains a copy as a backup
- The FoKP Conservation manager controls only Conservation Volunteer's data
- The information Centre manager controls only data for volunteers for staffing the Centre
- Your data is held only for the time of your membership
- At the end of your membership your data is deleted from our database
- Your data is never shared with any other person or organisation

## YOUR LEGAL RIGHTS

By law you can request:

- access to your personal data
- correction of personal data we hold on our database
- erasure of personal data
- restriction of processing your personal data

## CONTACT

If you have any queries about this Privacy Policy or how we process your personal data, you may contact the Data Protection Officer/ Membership Secretary:

Email: [membership@fokp.org.uk](mailto:membership@fokp.org.uk)