

FRIENDS OF MEADOW PARK -
EAST LEAKE



GDPR – PRIVACY POLICY

MEADOW PARK – EAST LEAKE

Meadow Park is about 18 hectares of open countryside situated in the centre of the village of East Leake in South Nottinghamshire. It is owned by Rushcliffe Borough Council and managed and maintained by East Leake Parish Council. This award winning park is a wonderful asset for the village and surrounding area, enabling residents and visitors to enjoy the outdoors, walk their dogs, and spot wild flowers and birds.

FRIENDS OF MEADOW PARK – PRIVACY POLICY

1] Who are we?

The Friends of Meadow Park are a 'not for profit' voluntary organisation, and our objectives are to promote Meadow Park and improve it's facilities: as a conservation area to benefit and increase the diversity of wildlife, as an educational resource for people of all ages, as a place for recreation and enjoyment of the general public, as a small scale centre for recording and research, as an area for fresh air and exercise. This is carried out in conjunction with Rushcliffe Borough Council, East Leake Parish Council and the associated Management Plan.

2. Our commitment to your privacy

We are committed to keeping the personal details of our members and supporters safe. This policy explains why we use your personal data, to ensure that you remain informed and in control of your information.

We hold your data in the strictest confidence and will not share it with any third party.

3] Why do we collect your personal data?

We use your personal data 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

a] To administer your Friends of Meadow Park membership and /or Arboretum Sponsorship:

We collect your personal data to administer your Membership/Sponsorship, which may involve: Sending your membership renewal letter, processing your membership subscription.

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 membership newsletter, fundraising appeals, events, campaigning opportunities, membership feedback, keeping you notified of the use of Arboretum sponsorship.

i] Gift membership

If your 'Friends' membership/ Arboretum sponsorship was purchased as a gift, we will use the address provided by the purchaser to send you information about our work in the post. This will include a 'renewal letter' in the case of membership, which we will send when your membership is due to expire, to see if you wish to continue to support the 'Friends.'

ii] When your Membership has ended

Unless we hear from you directly, we will continue to send you information about our work for up to 3 months after your membership has ended

Your personal data also helps us to get know you better: Keeping a record of your wildlife interests that you may tell us about either on the membership form or survey helps us to send you relevant project updates.

We use two different lawful bases for processing your data

i] Legitimate interest

This is where we have identified a genuine and legitimate reason for contacting you, which crucially does not override your rights or interests.

We use legitimate interest to send you the information listed above by post or telephone [if you are not registered with the telephone preference service and you have given us your telephone number]

ii] Opt-in consent

This where you have given us express permission to contact you by particular communication channels.

We use opt-in consent to send you the information listed above by email, text message [SMS], or telephone [if you are registered with the telephone preference service]

We respect your right to update the way we get in touch with you about our work at any time.

c] To enable you to volunteer with us

If you are a 'Friends of Meadow Park' volunteer, we collect your personal data so that we can keep in touch with you about, for example:

Volunteer work programmes, changes to planned volunteer work programmes that you may be taking part in, the positive impact you have on our work, dedicated volunteer thank you events.

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

a] Basic information

We will usually collect basic information about you, including your name, postal address, telephone number, email address.

We collect this data from you directly. Sometimes this is in person, in writing or through email

b] Getting to know you better

We will also collect information about you that helps us to get to know you better. This may include: Information about your wildlife interests/practical skills from the membership forms, records of donations to the Arboretum fund, your preference of how you would like us to contact you, ways you have helped us through volunteering your time.

c] Sensitive personal data

We do not normally collect or store sensitive personal data [such as information relating to health, beliefs or political affiliation] about members. However, there are some situations where this will occur

When we do so, we will be very clear as to why we are collecting such information, and we will only do so with your specific consent and permission. In these situations, we collect the data from you directly.

If you are a volunteer then we may collect extra information about you, for example: references, criminal record checks, details of emergency contacts, medical conditions.

We may also collect sensitive personal data if you have an accident on the Park. This information will be retained for legal reasons, for safeguarding purposes and to protect us [including in the event of an insurance claim], If this does occur, we will take extra care to ensure your privacy rights are protected.

d] Children and young people

In line with data protection law, we will not collect, store or process your personal details if you are under 13 years of age; unless we have the express permission from your parent or guardian to do so.

If we have the permission of your parent or guardian and you are part of a Family membership we will only capture your name.

5] How do we store your data?

a] Security

All of the personal data we process is processed by two of the elected members of the Executive Committee namely the Treasurer and Publicity Officer.

The Treasurer for the administration of the membership subscriptions, and the Publicity Officer for notification to the membership.

Electronic data and databases are stored on secure home computer systems and we control who has access to the information. [using both physical and electronic means].

Paper membership forms are kept in a secure place and we control who has access to the information.

b] Payment security

As payment of the Membership subscription, Arboretum donations along with other general donations are either in cash or by cheque, no information is stored other than the amount paid.

c] Data retention

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 using the following criteria:

i] The permission you give us to contact you will remain valid as long as you remain a member, but will be deleted from the data base after if you do not rejoin within 3 months of your membership ending and your membership form will be shredded.

ii] If you are a long term member, the permission you give us to contact you will remain valid for three years, after which time we will contact you again, unless you contact us to change your preferences.

iii] Electronic data bases of membership information will only be stored on a rolling basis, the present and past year being kept.

6] Your rights

We respect your right to control your data. Your rights include:

a] The right to be informed : This privacy notice outlines how we capture, store and use your data. If you have any questions about any element of the policy, please contact us.

b] The right of access: If you wish to obtain a record of your personal data we hold about you, through a Subject Access Request we will respond within one month.

c] The right to rectification: If we have captured information about you that is inaccurate or incomplete, we will update it.

d] The right to erase: You can ask us to remove or randomise your personal details from our records.

e] The right to restrict processing: you can ask us to stop using your personal data.

f] The right to data portability: You can ask to obtain your personal data from us for your own purposes.

g] The right to object: You can ask to be excluded from any form of marketing activity.

7] Making a complaint

If for any reason you do not agree with the way 'The Friends of Meadow Park' operate, we want to hear about it, in order to deal with the situation as quickly as possible and put measures in place to stop it happening again.

We take complaints very seriously and treat them as an opportunity to develop our approach.

Our policy is to make sure that all complaints are investigated fairly and in a timely way, to ensure that wherever possible they are resolved, and to learn from complaints and feedback to improve what we do.

All complaint information will be handled sensitively, in line with relevant data protection requirements.

For any further information with regard to the above Friends of Meadow Park Privacy Policy please contact:

**Friends of Meadow Park
c/o**

East Leake Parish Council

The Parish office

45 Main Street

East Leake

Loughborough

Leicestershire

LE126PF

01509 852217

Email: fompm18pp@gmail.com

Website: eastleake.co.uk [Select organisations link]

1st draft AED 13/5/18

2nd draft AED 18/5/18

3rd draft AED 29/5/18

4th rev AED 2/7/18