

Friends of Cassiobury Park
General Data Protection Regulations (GDPR)
Implementation Policy

1. Data for the membership list is collected from the membership form, which is completed upon joining and for payment of annual subscriptions.
2. The data is collected by the Friends of Cassiobury Park (FoCP) Hon. Treasurer and entered into a paper file and an electronic spreadsheet.
3. The data is shared with the FoCP Chair, Secretary and Membership Secretary.
4. The data is not copied to anyone else, except to HMRC when claiming gift aid and to assist the Committee make contact with individual members should the need arise.
5. When sending out emails we will not make email addresses visible to other members.

The Data that is collected

1. The data held is: Members name, address, telephone number, email address and gift aid entitlement with date. The amount given in subscriptions and donations with date.
2. The data is stored on the Treasurer's computer in the form of an Excel Spreadsheet, together with a paper file of members payment forms or equivalent letter. The spreadsheet is backed up on the Dropbox cloud system, with password protection such that only the Treasurer has access.
3. The data is normally only viewed by the Treasurer, the Chair, Secretary and the Membership Secretary, but may be used to assist Committee Members make contact with individual members. The Chair, Secretary and Membership Secretary receive an updated copy of the spreadsheet whenever required. There are no other recipients of the spreadsheet or paper file.
4. For Gift Aid recovery it is necessary to provide name and address to HMRC of those donating £20 or more.
5. The computer holding the master file is protected by password from unauthorised entry.