



## FRIENDS OF CASSIOBURY PARK PRIVACY POLICY

The privacy and security of your personal information is extremely important to us. This privacy policy explains how and why we use your personal data, to make sure you stay informed and can be confident about giving us your information.

By using our websites, social media pages, entering a competition or providing your information you consent to our collection and use of the information you provide in the way(s) set out in this policy. If you do not agree to this policy, please do not use our sites, social media pages or services.

We may make changes to this policy from time to time. If we do so, we will post the changes to our website, and they will apply from the time we post them.

Please see our full privacy policy below.

### 1. INTRODUCTION

This policy applies to all volunteers and members of the **Friends of Cassiobury Park** (together referred to as “**FoCP**” or “**we**”, “**us**” or “**our**”).

### 2. DEFINITIONS

In this policy:

“**Personal data**” means any information which relates to an identifiable individual. This includes (but is not limited to) name, address, contact details, financial information, health information, likes and dislikes and interests. It also includes membership/volunteering history.

“**Sensitive personal data**” means personal data about an individual’s racial or ethnic origin, physical or mental health or condition.

“**Processing**” means obtaining, recording, holding, or doing anything with data, such as organising, using, altering, retrieving, disclosing, or deleting it.

“**Member**” means an individual who has paid the membership fee to FoCP to be a member or someone who FoCP has given temporary or honorary membership rights. For Family membership, any contact details given for individuals within the family shall be treated as an individual member.

“**Volunteer**” means an individual who has volunteered or intends to volunteer in the future for FoCP managed activities.

### **3. DATA PROTECTION PRINCIPLES**

FoCP decides how and why it processes member and volunteer personal data and, for the purposes of data protection law, FoCP is the controller. We will only process personal data in accordance with data protection law (including the General Data Protection Regulation) and with respect for the rights of the individuals involved.

When processing personal data, we will ensure that we:

- do so fairly, lawfully and in a transparent manner
- only process the data for specified purposes, and we will make sure the personal data are adequate, relevant, and not excessive for that purpose
- only collect and process personal data to the extent necessary
- keep personal data accurate and up to date (where necessary)
- keep personal data for no longer than is necessary
- protect the security, confidentiality, and integrity of personal data.

#### **4. WHY DO WE COLLECT YOUR PERSONAL DATA?**

We collect and process personal data about our members to facilitate their membership (e.g., Membership subscription management, FoCP membership communication, AGM Attendance, financial, regulatory, business development and for information strategy). Members are treated as if they are also volunteers and the relevant data and processing outlined for volunteers in this policy is equally applicable to members.

We collect and process personal data about our volunteers to facilitate their volunteer role and for volunteer-related purposes (e.g., volunteer welfare, administrative purposes, financial, regulatory, business development and for information strategy).

These purposes are explained in more detail below:

##### **a) To administer your FoCP membership**

We collect your personal data to administer your membership, which may involve:

- Processing your subscription or payments
- Sending you your membership renewal communications
- Getting in touch should there ever be any issues processing your subscription payment.
- Communication of decisions and asking members for their views
- Administration and communication regarding AGM's and other meetings
- Communication about FoCP and our activities

- Communications linked to volunteering
- Communications linked to Cassiobury park or areas FoCP believe will be of interest to our members

Such processing is a fundamental part of being a member. You have the right to remove yourself as a member, and if you wish to do so, then please contact us at [membership@friendsofcassioburypark.org.uk](mailto:membership@friendsofcassioburypark.org.uk) to be removed from the membership register.

b) To administer you as a registered volunteer

We will only process personal data about our volunteers for the relevant purposes, which may involve:

- Communicating volunteer opportunities and information on past activities
- Invitations to thank-you and other social events
- Maintaining, and sharing with third parties working on behalf of FoCP, health and contact information for the purpose of managing risk associated with volunteering activities.
- Surveying and statistical analysis to understand the benefits/success of volunteering activities and to support fund raising.
- 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. From time to time, we may also use your personal data to ask for your opinion about our work.

The processing of sensitive personal data, such as health information, is limited to when this is required to protect the volunteer from risk or to assess suitability for an activity, where necessary to protect the interests of a volunteer, or necessary to comply with a legal obligation (for example, to protect vulnerable individuals or for insurance purposes)

You have the right to object to this processing and if you wish to do so, then please contact us at [secretary@friendsofcassioburypark.org.uk](mailto:secretary@friendsofcassioburypark.org.uk) to be removed from the volunteer register.

c) To meet our legal obligations

We collect personal data to comply with legal obligations such as providing information to bodies such as HMRC, Charity Commission, Companies House and HSE.

## **5. WHO HAS ACCESS TO MY DATA?**

Certain personal data about our members and volunteers will be made available to other FoCP members and volunteers to enable the operation of FoCP or volunteering activities. We may publish limited personal data for example, testimonies/quotes and photographs which may be featured on our internal or external publications.

## **6. SECURITY**

Electronic data and databases are stored on secure computer systems, and we control who has access to information (using both physical and electronic means). Some content, including personal data, may also be held on Dropbox, or other hosted data services, which are only made available to appropriate committee members.

Personal data may be held locally by those who manage members or volunteers in which case it is the responsibility of those individuals to ensure all reasonable and appropriate security measures are in place.

Paper based records will be maintained securely and only appropriate access will be allowed.

Where appropriate, access to sensitive information is restricted only to those who have a legitimate business reason to see it.

## **7. SHARING DATA WITH THIRD PARTIES**

The FoCP may be required to share personal data with third parties. For example, we may share information with:

- HMRC for Gift Aid recovery
- Trusted partners such as Herts and Middlesex Wildlife Trust and Watford Borough Council
- Trusted organisations, when necessary, for example if you are volunteering for a joint project with another organisation, we may need to share your personal data with it.
- Payment providers for management of fees, donations, or the sale of goods.
- Insurance providers

## **8. DATA RETENTION POLICY**

We will only use and store information for as long as it required for the purposes it was collected for. We continually review what information we hold and delete what is no longer required.

## **9. FURTHER INFORMATION**

For any questions regarding this policy and the control of your data, please contact Robert Barnes, Secretary FoCP Committee at [secretary@friendsofcassiobury.org.uk](mailto:secretary@friendsofcassiobury.org.uk)

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