

DATA PRIVACY STATEMENT - The Friends of Nore Barn Woods

About this statement

1. Under the General Data Protection Regulation (GDPR), there are six data protection principles that we must comply with. These provide that the personal information the Charity holds about members and volunteers must be:

- processed lawfully, fairly and in a transparent manner
- collected only for legitimate purposes that have been clearly explained and not further processed in a way that is incompatible with these purposes
- adequate, relevant and limited to what is necessary in relation to those purposes
- accurate and, where necessary, kept up to date
- kept in a form which permits identification for no longer than is necessary for those purposes, and
- processed in a way that ensures appropriate security of the data.

This statement explains how the Charity complies with these requirements when dealing with the personal data of members and volunteers. It sets out when and why we collect personal information, how we use it and how we keep it secure.

2. The Charity reserves the right to amend this statement from time to time without prior notice. Any amendments (which will not be made retrospectively) will be published on our website www.norebarnwoods.org.uk.

What information we collect and why

1. Type of information: Member/volunteer's name, address, telephone numbers, email address(es) and gift aid declarations.

2. Purpose: Managing the membership of the Charity and contacting members/volunteers about voluntary work.

3. Legal basis for processing: For the purposes of our legitimate interests in operating the Charity and its charitable aim of managing the woods for the public benefit.

How we protect this data?

1. The Charity implements generally accepted standards of technology and operational security in order to protect such personal data from loss, misuse, or unauthorised alteration or destruction.

2. The Charity will notify members and volunteers promptly in the event of any breach of their personal data which might expose them to serious risk.

How long do we keep it?

1. The Charity will hold members and volunteers' personal data for as long as they are a member/volunteer of the Charity and for as long afterwards as is necessary to comply with its legal and tax obligations.

2. The Charity will review the personal data held every year to establish whether it is still entitled to process it. If the Charity decides that it is not entitled to do so, it will stop processing the member's or volunteer's personal data except where it needs to retain the personal data in an archived form to comply with any legal or tax obligations.

Does anyone else have access to it?

The Charity will not pass on members or volunteers' details to third parties and it will never sell their personal data.