

Data Protection Policy

From 25th May 2018 the General Data Protection Regulation (GDPR) requires all organisations who are Data Controllers to have a Data Protection Policy in place if they hold any data by which an individual may be identified. This document sets out how Friends of Putnoe Wood and Mowsbury Hillfort ('the Friends') collects and holds membership data, and your rights as a member.

This policy addresses the six principles of GDPR and how we follow them.

1. We must be transparent, fair and lawful in our processing of personal data.

We only use your data for the purposes to which you have given your consent.

2. We must only process peoples' personal data for a specific purpose or purposes.

We collect the information necessary for memberships and use it for informing members about tasks, meetings and events organised by the Friends.

Members agree to share their contact details with the Chairman, Secretary and Task and Events Co-ordinator, and with officers of Bedford Borough Council, on whose land we work, who require the information for insurance and health and safety purposes.

Photographs are regularly taken of our activities and tasks. Our Event and Attendance sign-in sheet allows any member or visitor to be excluded from photographs including when in a public area. Photographs may be used on our social media platforms and on our web site.

3. We must minimise the information we collect to that which is adequate and relevant.

We hold the name, address, email address, contact phone number and emergency contact number of our members.

4. We must ensure we keep information accurate and up to date.

We will update your membership data when you inform us of any changes.

5. We must only retain information for as long as is necessary for the specific purposes for which it was collected.

We only keep the information you give us while you remain a member. You have the right to be removed from our membership database and your membership data deleted at any time.

6. We must ensure that we treat information we hold securely.

Data is held by the Chairman, Secretary and Task and Events Co-ordinator and stored computers which are password protected with up to date anti-virus software.