



Data protection law reform is coming with the General Data Protection Regulation (GDPR) taking effect from 25 May 2018.

The Friends of Putnoe Wood and Mowsbury hillfort:

We hold your name, address, email address, contact phone number and emergency contact number.

Supporters of the friends group or have requested email updates on our task or events:

We hold your name and email address only.

Data protection legislation covers everyone about whom we keep personal data.

The Friends of Putnoe Wood and Mowsbury Hillfort was established as a not-for-profit volunteer group and only makes a profit for its own purposes.

We only process information necessary to establish or maintain membership or support

- We only process information necessary to provide or administer activities for people who are members of the organisation or have regular contact with it;
- We only share the information with people and organisations necessary to carry out the organisation's activities. This includes Bedford Borough Council who require this information for insurance, risk assessment and health and safety.
- Members of the Friends Group give us permission to share their information with Bedford Borough Council and other members within the Friends Group.
- We only keep the information while the individual is a member or supporter or as long as necessary for member/supporter administration or until they request being removed from our Contact Data Base.
- Photographs are regularly taken of our activities and tasks. Our Task and Event sign in sheet allows any member or visitor to be excluded from these even when in a public area. Photographs can be used on our social Media platforms and on our image and web sites. We may be asked to supply images to other organisations for publicity and the Friends of Putnoe Wood and Mowsbury Hillfort promotion purposes
- As a not-for-profit organisation we are exempt from registration with the ICO based on the information we provided. We will however adhere to the principles of the Data Protection Act (DPA) and understand best practice for managing information.

If you do not want us to hold your information on file please email a request to us to remove your details from our mailing or task list at [contact@putnoemowsburyfriends.org.uk](mailto:contact@putnoemowsburyfriends.org.uk) or on our [website](#).