



c/o The Secretary, East Grove, Grove Road, Lymington SO41 3RF;
g.craufurd@gmail.com

Privacy Policy May 2018

1. Personal Data

An individual's confidentiality is protected by the Data Protection Act and, from 25th May 2018, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679). The Friends are committed to protecting your personal information and being transparent about what information we hold. The purpose of this Privacy Policy is to explain how we collect and use any personal information you provide to us and how we communicate with you.

2. How we use your Data

When you join The Friends or make a booking to attend one of our outings, we ask for personal information such as your name, address, postcode and email address. This information is required in order that we can provide the service that you expect as a member. The personal information supplied will be kept on file, and will be deleted once they are no longer relevant. Lists of members will be kept for historical purposes.

3. Accessibility

The information you provide will be stored securely for membership purposes only and will be used only as required by law. We will not share members' information with any third party or other organisations, companies or charities.

4. Accessing your data

You have the right:

- a) to request a copy of the information we hold about you, and
- b) to have any inaccuracies corrected. You also have the right
- c) to request us to erase your personal information, and
- d) to request us to restrict our processing of your personal information or to object to our processing of your personal information.

Should you wish to exercise these rights, your request, together with proof of your identity, should be addressed to the Secretary. You also have a right to object to the ICO (Information Commissioners Office) if you feel that we are not handling your data in a satisfactory manner.

5. Communication

We will ask members to provide their formal consent to receive communications either electronically or by hard copy through the post. You can change your communication preferences or withdraw your consent to be contacted at any time by contacting the Secretary by email or by post (see address above).

6. We will use a member's personal data to send:

- a. Newsletters and Newsheets – Most are now distributed by email, but hard copies are also sent to those who have requested them.
- b. Talks, Meetings including the AGM, Fundraising and Other Events information will be sent electronically or by post to those members without email
- c. Subscription – Members will be informed (by e-mail or post) when there is a change in subscription rates. Also, these changes will be on the website and in the Newsletter.
- d. Occasional items of interest will be circulated electronically to members who wish to receive communications by e-mail.
- e. Attendance Records – Your name may be recorded on a list of attendees for an AGM or other event. These may be kept as a historical record, but only for so long as is deemed necessary.