



## **Data Protection Policy:** **Policy Statement with respect to the Data Protection Act 1998 (UK)**

The Friends of Osborne is a non-profit making CIO run by and on behalf of its Members, in accordance with its Constitution. The charity is registered as a Data Controller with the Information Commissioner's Office in accordance with the Data Protection Act 1998 (our registration number is TBA). The Data Controller role is held by the Membership Secretary Joy Walker.

### **Members Records**

The charity maintains records pertaining to its members, these records comprise members' names and home addresses, email addresses and details of members' subscriptions, donations and payments relating to charitable interests and activities. None of this information is divulged to other Members without the express permission of the Member concerned.

Certain charity officers have access to this information under controlled processes, and such access (where appropriate) is restricted to the Secretary, the Membership Secretary, and the Treasurer. No personal details are divulged to any other organisation other than as may be required lawfully in the claiming of Gift Aid contributions. Members' details are held in a format on the website which precludes the use of data-mining or other forms of automated trawling programs being able to identify names and addresses. The charity is required to be registered as a Data Controller with the Information Commissioner's Office.

### **Policy Statement with respect to the use of Cookies on the Website**

The Public Friends of Osborne website processes do not make use of Cookies in any way.

## **Personal Information Statement:**

The General Data Protection Regulation 2016/679 (implementation 25 May 2018) required the charity to review how personal information is handled. This statement explains those changes, the effect they might have on you, and how members are requested to comply with those changes. This document should be read in conjunction with the charity's Data Protection Policy.

In this document (and elsewhere) the term contact address refers to an email address by default or, where you do not use email, your postal address.

### **The information we collect about you**

We collect basic information from you to create your account. This amounts to your name(s), postal address, email address, telephone number and details of your donations to specific interests. We

do not collect information about you from your use of our website or any personal financial details. However, financial information is received should a member make online payment to the charity (as their details will appear on the charity bank statement). This information remains confidential and is destroyed when no longer required.

### **How we use your information**

We use your information we collect from you to;

- identify you
- create and manage your membership account
- communicate to you by letter and/or email
- send you communications relating to events and news about the charity.

We ask you to provide us with a telephone number, just in case other methods of communication with you fail. We also use your contact address so that the Trustee officers and Committee can contact you about shared interests and you can choose if this contact is via email or letter.

### **How we share your information**

Your personal information will not be shared with any person outside of the charity without your consent. No personal details are divulged to any other organisation for any purpose whatsoever other than may be required in the claiming of Gift Aid contributions. The contact details of members are not held on the website which precludes the use of data-mining or other forms of automated trawling programs being able to identify names and addresses.

### **Giving or changing your consent for us to use your information**

You must give consent for us to maintain your contact address as described above. Whilst charity would prefer you to consent fully to the use of your information as described above, you may wish to withhold all or part of your consent and can reassure you that this will not have any effect on your access to our resources or your membership in general.

#### **If you do not give your consent**

If you do not give your consent (or fail to respond to a request to express your consent) only your name and membership number will be recorded on the database of members with your contact address or email address omitted.

### **How you can review or update your consents and the information held by us**

Should you wish to amend your consent, please inform the Membership Secretary in writing (post or email). At present there is no option to view or amend personal information online.

If you would like to see a copy of the personal information held by the charity, believe there to be an error or are requesting to change your consent, you should send a request by email or post to the Membership Secretary.

Under normal circumstances the law requires us to provide you with a copy of your information (free of charge) or rectify any errors to your information within one month of receipt of notification.