

DATA PRIVACY POLICY  
THE FRIENDS OF DARTMOUTH PARK

**Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by [the General Data Protection Regulation 2016/679 (the "GDPR")].

**Who are we?**

THE FRIENDS OF DARTMOUTH PARK are the data controller. This means it decides how your personal data is processed and for what purposes.

**How do we process your personal data?**

THE FRIENDS OF DARTMOUTH PARK complies with its obligations under [the GDPR] by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the group;
- To maintain our own accounts and records.
- To operate the web site.
- To inform individuals of news, events and activities run by The Friends of Dartmouth Park.
- To contact individuals via surveys to conduct research about their opinions for grant applications.
- To collect statistics for the purpose of applying for grants.

**What is the legal basis for processing your personal data?**

Processing is necessary for the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

- the legitimate interest is in the furtherance of the groups objectives as set out in the governing document
- processing relates only to members or former members and those who have specifically expressed an interest in receiving communications from us
- there is no disclosure to a third party without consent.

**Sharing your personal data**

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of The Friends of Dartmouth Park with your consent.

## **How long do we keep your personal data**

We keep your personal data for no longer than reasonably necessary in order to maintain our membership records and to enable us to provide a voluntary service for the benefit of the public as specified in our constitution. Hard copies of forms are destroyed after 12 months.

## **Your rights and your personal data**

Unless subject to an exemption [under the GDPR], you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the data controller holds about you;
- The right to request that the data controller corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the data controller to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

## **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact:

The Membership Secretary  
The Friends of Dartmouth Park  
65 Andrew Road  
Tipton  
West Midlands  
DY4 OAJ

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

**Data Protection Consent form**

By signing this form you are confirming that you are consenting to the Friends of Dartmouth Park holding and processing your personal data for the following purposes

Name:.....

Address.....

.....

Telephone.....

Email address.....

Disabilities

Ethnic Origin

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If you do grant consent, please note you can withdraw your consent to all or any one of the above purposes at any time by contacting Mandy Timms 65 Andrew Road, Tipton, DY4 0AJ. Please note that all processing of your personal data will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point.

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SIGNED

DATED

If you wish to see our policy, it is on our website, or you can request a copy.