

## **Friends of Chorleywood Common - Personal Data Usage Policy**

This policy outlines the usage of personal data by the Friends of Chorleywood Common (FoCC). Following these processes and procedures should ensure compliance with the General Data Protection Regulation (GDPR) as of 25 May 2018.

### **Personal Information Held**

The only personal information of members of the FoCC held is that minimum needed to further the purposes of the FoCC as laid down in its constitution (*to conserve and safeguard the Common for the future enjoyment of local residents and visitors, and to advise on and support the management of the Common*). The only data held are names, addresses, phone numbers, emails, and annual subscription amounts.

### **Data Storage, Access & Usage**

The FoCC does not own any IT equipment and those handling data for the FoCC do so as individuals following good general accepted personal data storage and handling practices. Such information is held on paper, personal computers, and cloud services such as Google Drive. Records on paper and personal computers is held securely by appointed persons of the FoCC at their home residences, though there maybe similarly secured copies for backup purposes. Records held “in the cloud” are on recognised commercial cloud service providers following their security procedures. Any userids/passwords used to access records are to be held confidentially by the designated responsible persons and not shared with others. Data is used with standard communication software such as Google email and MailChimp, using the security and privacy policies as required by such software. **No personal information will be shared or given to other 3<sup>rd</sup> parties for any other purposes.**

### **Data Retention**

Data held is for current and past members of the FoCC. Members joining give their explicit agreement to the retention and usage of their data under this policy; otherwise they may not be members. Members leaving may request to have their data removed from all records within 6 months.

### **Communication & Awareness**

This policy is to be distributed to existing members and those when joining. Any member may request and be given access to their data held at any time. Any member withdrawing consent may result in termination of membership.

### **Website & Social Media**

The FoCC’s website shall be hosted on a commercial platform provider secured by normal good practice, with update administration rights secured by userid/password. No members’ personal data shall be held on the FoCC’s website or published on any social media presence.

### **Compliance**

The Committee of the FoCC is the responsible Data Controller (DC) under the GDPR Act, and the role is represented by the FoCC membership Secretary. The DC is to ensure compliance with this policy, reporting any breaches to the Committee, providing guidance as to what is good data handling practice, and reporting same to the AGM.

**Information Commissioner’s Office (ICO)** – There is no requirement to register with the ICO as the FoCC is a small not-for-profit organisation that uses the information for the purposes of enjoying a hobby and only processes information necessary to establish or maintain membership or to provide or administer FoCC activities.

## **FoCC Privacy Notice under the General Data Protection Regulation**

This document details what personal data is collected from you and how it is used for the purposes of you participating as a member of the FoCC.

Please indicate your understanding and agreement with this policy signing and dating at the end.

- I have read the FoCC & Personal Data Usage Policy.
- I give permission to use my name, address, phone numbers (home and mobile) and email address for the purposes of communicating events and items of interest in pursuance of the aims of the FoCC to conserve and safeguard the Common for the future enjoyment of local residents and visitors, and to advise on and support the management of the Common. I understand that such data is used by officers of the FoCC for the aims above, and is stored by individuals on paper, personal computers and cloud services, who act as individuals following good personal practice for security of such data.
- I do NOT give permission to share or give this data to any 3<sup>rd</sup> parties
- I understand that this data will be held as described whilst I am a member of the FoCC. I can:
  - request what of my personal data is held, and where, at any time, and have a response within 30 days.
  - withdraw consent at any time and have all my data deleted and removed within 30 days.
  - I understand that withdrawing my consent may terminate my membership of the FoCC.
  - I understand that upon leaving the FoCC my data used above will be deleted after 6 months except for such data legally to be retained for reporting and regulatory purposes e.g. tax.

By printing your name here and returning this form you are informing us of your agreement to the above terms of this policy

Print name:

Signed

Date