

# **The Friends of Cannizaro Park**

## **Privacy Policy**

### **About us**

We are The Friends of Cannizaro Park, a registered charity number 1160982.

This Privacy Policy covers the use by The Friends of Cannizaro Park (referred to as “the Friends”, “we”, “our”, “us” etc) of information about those who are members and volunteers of the Friends (referred to variously and as appropriate as “Members”, “Member”, “you”, “your” etc) and your rights under the ‘General Data Protection Regulation’ (GDPR) of May 2018, should you have any concerns or complaints.

The Friends is the ‘data controller’ as defined in the GDPR. This means we decide how your information is processed and for what purposes.

### **What Personal Data do we hold?**

We collect, process and store the following information about our Members:

- Name and title
- Postal address
- Email address
- Telephone number
- Membership type
- Date membership commenced
- Whether a Member's subscription is up to date
- Communication preferences
- Information relating to volunteering (if applicable)
- Interactions with the Friends (e.g. activities, events, financial contributions)

All of the above information being “Personal Data” for the purposes of this Policy.

### **Our legal basis for holding your Personal Data**

The information we collect comes directly from each Member when a Member completes the registration process to join the Friends or when a Member interacts with the Friends during their membership in various other ways (for example, by booking to attend events arranged by the Friends). This data is held and used for the purposes of the legitimate interest of the Friends as a membership organisation.

### **How we process your Personal Data**

We comply with our obligations under GDPR in the following ways:

- By keeping Personal Data up to date
- By storing and destroying it securely
- By not collecting or retaining unnecessary or excessive amounts of data
- By ensuring that appropriate technical and organizational measures are in place to protect Personal Data

## **How we use your Personal Data**

- To manage your membership and process annual subscriptions for the Friends
- With your consent, to inform you via email or post of activities and developments of the Friends and about events that we may be arranging or supporting about which we think you might like to hear

Members can manage their communication preferences easily and quickly online via their membership account, which can be accessed via The Friends of Cannizaro Park website. Communication preferences can also be altered by post, using the address below.

We will not use your information for any other purposes unless we are required to do so by law, in connection with any legal proceedings or in order to establish, exercise or defend our legal rights.

## **Who has access to your Personal Data**

Your Personal Data is accessed internally only by our Trustees and administrative officers (e.g. Membership Secretary, Treasurer) for the purposes of managing your membership. Certain volunteers may be provided with limited information (e.g. names and emails) to perform activities such as organising events.

We may need to share your Personal Data from time to time with professional advisors (e.g. IT and legal), if they provide services to us in order to administer your membership and the activities we provide.

We will also disclose your Personal Data if we are required to do so by law or to a law enforcement agency.

## **Where your Personal Data is stored and processed**

WebCollect.com is the Data Processor. Your Personal Data is stored securely on their dedicated servers housed in a high-quality UK-based data centre. SSL encryption is used when storing and transmitting your data.

The Friends store and process extracts of your Personal Data locally for the purposes of Gift Aid claims.

No financial information (e.g. bank details) is held by us or WebCollect. This is only held by 3<sup>rd</sup> party payment providers (e.g. GoCardless).

Access to your Personal Data is controlled by the Friends.

## **How long we keep your Personal Data**

We only keep your Personal Data for as long as is reasonably necessary for the purposes set out in this Privacy Policy and to fulfil our legal obligations.

This means we keep information about Members for the duration of their membership and for a period of 1 year after cessation of membership.

We securely erase your information in advance of these deadlines if we decide that we no longer need it.

## Your rights

You have the following rights regarding your Personal Data:

<b>Rights</b>	<b>What does this mean?</b>
1. Right to be informed	You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights. This is why we are providing you with the information in this Privacy Policy.
2. Right of access	You have the right to obtain access to your information (if we are processing it), and other certain other information (similar to that provided in this Privacy Policy).
3. Right to rectification	You are entitled to have your information corrected if it is inaccurate or incomplete.
4. Right to erasure	This is also known as 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of your information where there is no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions.
5. Right to restrict processing	You have rights to 'block' or suppress further use of your information. When processing is restricted, we can still store your information, but may not use it further. We keep lists of people who have asked for further use of their information to be 'blocked' to make sure the restriction is respected in future.
6. Right to data portability	You have the right to obtain and reuse your Personal Data in a structured, commonly used and machine readable format in certain circumstances. In addition, where certain conditions apply, you have the right to have such information transferred directly to a third party.
7. Right to withdraw consent	If you have given your consent to anything we do with your Personal Data, you have the right to withdraw your consent at any time (although if you do so, it does not mean that anything we have done with your personal data with your consent up to that point is unlawful).

To exercise any of these rights at, any time, you can contact us using the details set out at the end of this Privacy Policy document.

### **Right to object to processing**

In addition to the above rights, you also have the right to object to certain types of processing, in certain circumstances. In particular, the right to object to the processing of your personal data based on our legitimate interests grounds (including processing for direct marketing)

### **Changes to this Privacy Policy**

From time to time we may make changes to this Privacy Policy to ensure that it is accurate and up to date and to reflect any changes in the Law. A copy of the current Privacy Policy can be accessed via our website at [www.cannizaropark.com](http://www.cannizaropark.com).

This policy was last updated in April 2020.

For the avoidance of doubt, this Privacy Policy does not form a term of your membership with the Friends and we may update the Privacy Policy at any time. To the extent that the terms of this Privacy Policy conflict with the terms of your membership, the terms of this Privacy Policy shall prevail.

### **Contacting us and making a complaint**

If you have any questions or complaints about this Privacy Policy or about how we handle your Personal Data, please contact the Membership Secretary at:

The Friends of Cannizaro Park  
c/o Willow House  
35 High Street  
Wimbledon Village  
SW19 5BY

Email: [membership@cannizaropark.com](mailto:membership@cannizaropark.com)

If you are not satisfied with our response or you believe our use of your information does not comply with data protection law, you can make a complaint to the UK regulator in relation to data privacy, being the Information Commissioner. See [www.ico.org.uk](http://www.ico.org.uk) for more information.