



## **Data Protection Privacy Policy**

### 1. Introduction

Local societies are required to have a policy on why members' personal information is collected, how it is used and stored. The purpose of this policy is to comply with the General Data Protection Regulations coming into force in May 2018.

This policy should be used in conjunction with the Privacy Policy displayed on the FOPP website.

### 2. Why do we hold your personal information?

- To communicate information on meetings, events and other matters of interest with those who have an interest in Princes Park.

### 3. What information do we hold?

- Information held by FOPP is kept to a minimum.
- We hold names and email addresses of those who have opted to join our email list.
- The Executive Committee may hold contact details of representatives working with organisations associated with the management of the park.

### 4. Who uses this data?

- The Chair and Secretary of the Executive Committee and website manager.
- The Data Controller is the Chair

### 5. Where is this information stored?

- The FOPP database is held by the Chair and Secretary of FOPP. These officers will keep members' contact details confidential and not share them with third parties without firstly obtaining the permission of the individuals.

### 6. Types of data

- Electronic database through the website where people have opted in.
- Emails & correspondence
- Photographs including individuals but without names.
- Website & Twitter

### 7. Consent for data collection & storage

- Members are invited to join the FOPP email list by clicking on the website and therefore opt in.
- This policy is available for anyone to see and will be displayed on the FOPP website.

### 8. Retention of Personal Information

- Email information stored on the database will be reviewed annually. All those on the database will be contacted and given the option to have their names removed should they request.
- Other records available to the Executive Committee will be stored only for as long as it is necessary.