



## Data Privacy Notice

### 1. 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 (the "GDPR").

### What personal data do we collect?

We will usually collect the following basic information about you from you directly if you are interested in the work of the Friends of Coronation Gardens:

- Name
- Email address
- Role (resident, local councillor, police officer, etc.)
- Street address number and name (if resident)
- Any skills or interests you want to share with us.

### Sensitive personal data

We do not usually collect or store sensitive personal data such as information about your health, beliefs or politics but there are some exceptions to this.

If you volunteer with us, we may collect additional information about you, including date of birth, emergency contact details and information about medical conditions. This information will only be kept while you are volunteering with us and only for the purposes of supporting you as a volunteer.

If you have an accident whilst volunteering with us or attending an event we have organised, we may need to collect additional sensitive personal data. This will only be kept while we support you to get help and until our insurance provider is satisfied.

### 2. Who are we?

The Friends of Coronation Gardens (FoCG) exists to promote community related activities in Coronation Gardens. It is also a data controller. This means it decides how your personal data is processed and for what purposes.

### 3. How do we process your personal data?

The FoCG complies with its obligations under "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 in a geographical area as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the Friends group;
- To manage our volunteers;
- To maintain our own accounts and records (including the processing of donations);
- To inform you of news, events and activities relating to the FoCG

#### Photographs and video

We often take images at our events. It is our legitimate interest to do so for publicity purposes and as a record of our work. We will ensure that people participating in our events are aware of our intention to collect images. They will have the right to object to our use of them.

If we take close-up images of children in which the child is identifiable, we will take extra care to ensure their privacy rights are respected. If under 16 years of age, we will secure written parental consent for the taking and use of the photograph or video. If between 16 and 18 years of age, we will secure written consent from the child.

### 4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services.
- Processing is carried out by a not-for-profit body provided: -
- the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
- there is no disclosure to a third party without consent.

### 5. How long do we keep your personal data?

We keep current data only if the Friends of Coronation Gardens is active or until you request for your personal data to be removed from our records.

We are committed to ensuring that your information is secure. In order to prevent the loss, misuse or alteration of personal information under our control we have put in place physical, electronic and managerial procedures to safeguard and secure the information we hold. We store our data within the European Union or with providers which have been confirmed as complying with data protection legal standards.

Duplication of data will be minimised and any personal information you supply to us will not be retained for longer than necessary.

We regularly review what information we hold and delete any that is no longer required.

### 6. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with committee members or occasionally other members for a specific event or activity organised by the Friends of Coronation Gardens. We will never share sensitive information.

We will never sell or rent your personal information to other organisations. We may occasionally share your data with third parties or individuals when obliged to by law, for purposes of national security, taxation, criminal investigations and the following:

- If we have asked you if we can do so and you have given consent
- When we use other companies to provide services on our behalf, e.g. marketing.
- If we run an event in partnership with another organisation, we may need to share your details with that organisation. We will ensure that it is made clear to you what will happen to your data when you register for the event.





### 7. 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 the FoCG holds about you;
- The right to request that the FoCG 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 FoCG to retain such data;
- The right to withdraw your consent to the processing at any time
- 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 object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

You can contact us at any time to access, change or update the details we hold on you. You have the right to obtain a copy of your record, known as a Subject Access Request free of charge. However, we may charge a fee if a Request is manifestly unfounded or excessive, particularly if it is repetitive.

If you would like to access the personal data held on you by FoCG, please apply in writing by email to Friends Of Coronation Gardens SW18 - focoronationgardens@gmail.com.

We must provide you the information without delay and at the latest within one month of receipt.

We may extend the period of compliance by a further two months where requests are complex or numerous. If this is the case, we will inform you within one month of the receipt of the request and explain why the extension is necessary.

If you believe that any information we are holding on you is incorrect or incomplete, please write to us or email us as soon as possible.

### 8. 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.

### 9. Children's data

On occasion, we may hold the data of children who are taking part in events. This may include health data as well as name, address and date of birth. In these circumstances, the data will need to have been provided by the parent or guardian. In all cases, children are required to be accompanied at our events by a responsible adult. Data will only be held for the purposes of running the event.

### 10. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Friends of Coronation Gardens via the FoCG's website [www.focoronationgardens.co.uk](http://www.focoronationgardens.co.uk)

You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at any time. The ICO's contact details are as follows:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

