

## THE FRIENDS OF THE WICK COUNTRY PARK: GDPR Policy

### **(A) What personal data do the Friends of the Wick Country Park (FoWCP) collect?**

We collect data for two categories of people:

Members: these are individuals within households who have elected to become members of the FoWCP. The data we routinely collect comprises members' names, addresses, email addresses and phone numbers. We collect these data directly from our members through the membership application form.

Supporters: these are of two types:

1. Individuals who help us to run events for the benefit of residents of the The Wick and from further afield.
2. Commercial or charitable organisations who contribute to the running of our events, for example by providing a stall or activity at one or more of our events.

Many supporters are also members. The data we routinely collect comprises supporters' names, addresses, email addresses and phone numbers. We collect these data either through the membership application form, where appropriate, or otherwise in response to approaches to us by such organisations, or from the organisations' advertisements, such as websites.

### **(B) What is this personal data used for?**

We use members' data purely for the purposes of of communicating news about imminent events organised by the FoWCP, other news associated with the Park, maintaining our membership records, and to distribute our Newsletter. Wherever possible, all communication is by email; GPO post may be used to communicate with any members who have not provided an email address. Phone or SMS contact is very rare, and is restricted to specific queries that are pertinent to one specific individual.

### **(C) Who is your data shared with?**

The membership list is maintained by the Membership Secretary and is shared within the FoWCP with the Chair and Secretary purely in support of the activities listed in (B) above.

*Your personal data is not provided by us for use by any other organisations.*

### **(D) How are your data stored?**

Data are stored:

1. As a simple spreadsheet; and
2. As e-mail contact lists

**(E) Who is responsible for ensuring compliance with the relevant laws and regulations?**

Under the GDPR (General Data Protection Regulation) we do not have a [statutory requirement to have a Data Protection Officer](#). The person who is responsible for ensuring the FoWCP discharges its obligations under the GDPR is the [Acting Chair](#), contactable at [chair@friendsofthewickcountrypark.co.uk](mailto:chair@friendsofthewickcountrypark.co.uk).

**(F) What Special classes of data are captured, and why?**

Twice a year, a Skylarks 3K Run is organised by the Pitsea Running Club. For those two events, a broader data set is captured for each participant, including gender, and, for junior entrants, also the age. These data are required because the ranking lists are classified by gender and child / adult. These data are covered by the Pitsea Running Club's Data Policy.

**(G) Who has access to your data?**

The Chair, Secretary, and Membership Secretary have access, as described in section B. Additionally, the FoWCP's Web master, who also acts as the group's IT adviser, may additionally have temporary access but only purely incidentally while investigating a reported technical issue with membership lists or supporters' data.

**(H) What is the legal basis for collecting this data?**

The FoWCP collects personal data that is necessary for the purposes of its *legitimate interests* as a membership organisation and to enable it to organise participative events for local residents.

**(I) How you can check what data we have about you?**

Contact [membershipsecretary@friendsofthewickcountrypark.co.uk](mailto:membershipsecretary@friendsofthewickcountrypark.co.uk) to request a copy of your record

**(J) How can you ask for data to be removed, limited or corrected?**

Contact [membershipsecretary@friendsofthewickcountrypark.co.uk](mailto:membershipsecretary@friendsofthewickcountrypark.co.uk) to request deletion of your record

**(K) How long we keep your data for, and why?**

Membership data are retained for three months beyond the date of membership expiry; this practice offers a reasonable balance so that should a member forget to renew, but then do so within 3 months, they can easily be reinstated.