

# Friends of Finchley Way Open Space



## Data Protection Policy Privacy Notice

### Our contact details

Address: c/o 9 Hamilton Way, London, N3 1AN.

Email addresses: [fofwos@gmail.com](mailto:fofwos@gmail.com)

Phone number: 07983433928

Website: [www.fofwos.org](http://www.fofwos.org)

Main contact for Data Protection

Dr Suzanne King, contact details as above.

### What type of information we have

We collect and hold your name and email address if you are a Friend of the organisation. We may also hold your address and phone number, if you have given us these. We may record when you joined and if you are a member of the Facebook group. We may also record if you are a member of another local organisation such as the West Finchley Residents' Association or the Finchley Society, if we know this.

For those who attend work parties or otherwise volunteer but who are not Friends, we hold name and email address. Your name and the dates of work parties you have attended, whether in full or in part, are recorded in a separate spreadsheet. If you do not volunteer for more than a year, your details are deleted from this list at the end of the following year. So, if you have volunteered any time in 2022, your name and dates of attendance will be deleted at the end of 2023.

If you volunteer through another organisation, such as Barnet Volunteering or Good Gym, we may not hold your information unless you become a Friend, as it is available through those organisations.

For students who volunteer as part of their Duke of Edinburgh Award, we may hold name and contact email address for longer to comply with the requirements of the Award.

If you complete a Gift Aid form the Treasurer retains the form in order to collect the tax refund.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information is your consent. You are able to remove your consent at any time. You can do this by contacting [fofwos@gmail.com](mailto:fofwos@gmail.com). Your details will be removed. A search will be made of all emails and any to or from you will be deleted unless they include others and the information is necessary for the functioning of the charity.

### How we get the information and why we do we have it

We only obtain information directly from you. The information is collected from you when you join the Friends, when you volunteer or attend an event. This can

# Friends of Finchley Way Open Space



be done via an email from you to [fofwos@gmail.com](mailto:fofwos@gmail.com) or by completing the 'Contact us' form on the website or on paper at an event.

We use the information to inform Friends about Friends of Finchley Way Open Space, up-dates on what is happening on the site and the volunteer activities and events that we organise. We may also use it to inform you of anything relevant to open spaces in Barnet.

We send regular newsletters and otherwise keep Friends informed about activities. Only those who register as Friends receive newsletters and general information.

Volunteers who are not Friends may be contacted about volunteering events, for example the cancellation of a work party session.

We require email addresses and the dates of events that you have attended so that we can contact you after events for health and safety reasons. We use aggregated data on attendance at volunteering events to support grant applications and we are required to give the number of volunteers on our year-end report to the Charity Commission.

We may analyse postal address data to understand our catchment area but we don't use personal data to make solely automated decisions.

We will never share your information with any other organisation or individual without your consent.

We allow competent children aged over 13 to exercise their own data protection rights and comply with requests for erasure. We explain to children why we require the personal data we have asked for, and what we will do with it, in a way which they can understand. We make sure that the child understands what they are consenting to, and we do not exploit any imbalance of power in the relationship between us.

Those under 18 who have not consented to be Friends but who volunteer will be contacted via their responsible adult. We do not hold contact details for this group. We do, however, record their attendance at volunteer events.

## How we store your information

The data is held as a spreadsheet on the Cloud. Attendance at work parties is recorded in a separate spreadsheet. Both are password protected and only the Chair, Deputy Chair/Secretary, Treasurer and Membership Secretary have access.

We use a list processing system to manage our distribution list which holds a list of names and email addresses only. This can be accessed only by the Chair, Deputy Chair/Secretary and Treasurer.

We sometimes use email to contact individual Friends and volunteers who are not Friends and therefore there is a list of names and emails in the email system. The account is password protected with only the Chair, Deputy Chair, Treasurer and Membership Secretary having access.

If you are a Friend, the information is kept until you inform us that you no longer wish to remain a Friend, which you can do at any time.

# Friends of Finchley Way Open Space



If your email address bounces back, we will seek to contact you to ascertain whether or not you wish to remain a Friend. If we are unable to contact you after one month your details will be irretrievably deleted. You will be able to recontact us to have your information reinstated at any time.

In the event of a data breach, we will inform you as soon as possible and change the password to the file.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [fofwos@gmail.com](mailto:fofwos@gmail.com) if you wish to make a request.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113