

FOAF Privacy Policy

Friends of Abbey Fields (hereafter 'FOAF') treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

WHAT PERSONAL INFORMATION DO WE COLLECT?

When you express an interest in becoming a member of FOAF you will be asked to provide certain information. This includes:

- Name
- Home address
- Email address
- Telephone number
- Subscription preferences

HOW DO WE COLLECT THIS PERSONAL INFORMATION?

All the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via membership forms or online contact forms. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide FOAF activities and services to you
- For administration, planning and management of FOAF
- To communicate with you via our newsletter and email

We may contact you by email, by telephone or by post to advise you of FOAF activities.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose information about you, including your personal information:

- To committee members as required to communicate with you
- To third parties, such as Warwick District Council, as required and with your permission
- If we have a statutory duty to disclose it for other legal and regulatory reasons

You have the opportunity to accept or decline the use of your information as part of the FOAF membership application process. You can update your permissions at any time by emailing membership@friendsofabbeyfields.org.uk or by post to FOAF Membership Secretary, 42 De Montfort Road, Kenilworth, CV8 1DE.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We need to keep your information so that we can provide our services to you. In most instances information about your membership will not be stored for more than 12 months beyond the duration of your membership of FOAF. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the member(s) will be informed as to how long the information will be held for and when it is deleted.

HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

To ensure the information we hold is accurate and up to date, members need to inform FOAF of any changes to their personal information. You can do this by contacting the membership secretary at any time:

Email: membership@friendsofabbeyfields.org.uk

Telephone: 07990 563739

Should you wish to view the information that FOAF holds on you, you can make this request by contacting the membership secretary – as detailed above. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

We have in place a range of security safeguards to protect your personal information which we hold electronically against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification.

Your membership information is held on a database maintained by the FOAF membership secretary and the database administrators. This database is held on the membership secretary's computer and backed up "in the Cloud" where security is managed using SSL encryption. SSL (Secure Sockets Layer) is the standard security technology for establishing an encrypted link between a web server and a browser. This link ensures that all data passed between the web server and browsers remain private and integral. SSL is an industry standard and is used by millions of websites in the protection of their online transactions with their customers.

The membership secretary may hold your personal information in paper format or on their own computers and will only pass this to other committee members when necessary. The committee has been provided with the information they need to keep this information safe.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available from the FOAF website www.friendsofabbeyfields.org.uk. This policy may change from time to time. If we make any material changes we will make members aware of this via the newsletter and email.

CONTACT

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact our membership secretary:

Email: membership@friendsofabbeyfields.org.uk

Telephone: 07990 563739