

## Friends of Weir Wood Society

### Data Protection - Policy and Practice

The EU-wide General Data Protection Regulations (GDPR) took effect on 25th May 2018 and supplement the UK's Data Protection Act.

The regulations affect the way we collect, keep and use your personal data and they oblige us to inform you of our data protection policy.

The Friends of Weir Wood Society (FoWWS) is committed to protecting your privacy and ensuring the security of your personal data.

When joining all members provide us with their name and address. Many members also provide their telephone number and email address. These may be used for direct communication on membership matters such as sending you: newsletters; membership cards; information about events and communications about your membership status.

Your details are filed securely in electronic form in a password-protected spreadsheet held by the Membership Secretary on a password-protected computer. At intervals a copy is sent to the Treasurer and to the Chairman for their use and as a security backup. There are no other copies of the current data set. At your request, we will provide you with full details of your own records and will change, update or delete all or any part of them as you require. At his or her discretion, the Membership Secretary may inform other committee members of your subscription status.

If you provide your email address for receiving newsletters and other items; it will be included in a 'blind copy' emailing of each item only and then deleted.

Any paper records containing data about you, such as your application and renewal forms, will be kept securely while they are required. Then they will be shredded and disposed of securely.

We will never pass your details to any other person or organisation. We do not communicate with our members for marketing purposes. Your personal data is not used for decision making or profiling. We keep your details for as long as your membership of The FoWWS is active. You have a right to complain to the Information Commissioner's Office (ICO) if you believe that your personal data has been misused.

If you have any queries about your personal data, please contact the Membership Secretary, [membership@weirwood.me.uk](mailto:membership@weirwood.me.uk)

FoWWS 14 June 2018