



Registered CIC no. 6570758

PRIVACY NOTICE

May 2018

An important message from the Directors of the Friends of Castle Green (FOCG).

Friends of Castle Green
7 St. Ethelbert Street
Hereford HR1 2NR
Tel: 01432 352287
E: friendsofcastlegreen@yahoo.co.uk

The regulations concerning Data Protection are changing in 2018 and we are required to remind you of how we manage your personal data and get your consent to continue to use your data as we have done in the past.

You provided the Friends of Castle Green (FOCG) with this personal data when you first became a member, volunteered or took part in our activities. The data consists of some or all of your name, address, other contact details (such as email address and telephone numbers), together with membership renewal date & method of payment.

This data is held by FOCG in a database that is stored on a password protected PC which is used only by data processors authorised by the Directors. We keep your personal data for no longer than reasonably necessary and we only retain your data for the purposes listed below. Appropriate technical measures and procedures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure. The Friends of Castle Green CIC is the Data Controller and its primary Data Processor representatives are:

Membership Secretary Annie Lilwall: 7 Venns Close, Bath Street, HR1 2HH, membership@friendsofcastlegreen.org.uk

Secretary & event stalls: Lisa Richardson – contact details above
Operations: Katie Bott, The Pavilion, Castle Green, HR1 2NW, operations@friendsofcastlegreen.org.uk

FOCG uses, or processes, your personal data in order to:

- ~ To administer membership records;
- ~ To inform individuals of news, events, activities or services running at Castle Green, the Pavilion or Redcliffe Gardens
- ~ To enable us to provide a voluntary service for the benefit of the public on Castle Green, Redcliffe Gardens & environs as specified in our constitution;
- ~ To fundraise and promote the interests of the Friends of Castle Green
- ~ To contact individuals via surveys to conduct research about their

opinions of current services or of potential new services that may be offered.

Your data is not shared with any other organisation and is not used in any form of automated decision making or profiling. FOCG holds your data on the legal basis of your informed consent, and processes it on the basis of its legitimate interest in the pursuit of the FOCG's purposes.

As it is your personal data you have various rights which you can exercise by writing to us or emailing. We will respond in a timely manner and there will be no charge for the response. Your rights are:

- To request a copy of your personal data from FOCG;
- To request that FOCG correct any personal data which is incorrect;
- To request that your personal data is erased where it is no longer necessary for FOCG to retain it.
- To withdraw your consent to FOCG holding your data for its purposes.
- If you have concerns about the accuracy or processing of your personal data, to request a restriction on further processing.
- To request that FOCG provide you with your personal data or to transmit that data directly to another Data Controller.
- To lodge a complaint with the Information Commissioner's Office which may be contacted on 0303 123 1113 or by letter at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.