

## **FGAS**

### **Data Protection and Privacy Policy**

#### **Policy statement**

FGAS (formerly the Fairbridge Garden & Arts Society) is committed to protecting the rights and privacy of its members and volunteers in accordance with the General Data Protection Regulations (GDPR) which apply from 25 May 2018. All volunteer FGAS committee members who have access to members' personal information will be expected to have read and comply with this policy.

#### **Privacy Statement**

The personal contact information you have provided on the FGAS membership form will be used by FGAS for the following fair, lawful and limited purposes:

- Fundraising – recording details of annual subscription payments made to The Prince's Trust
- Postal communication – mailing of three newsletters per annum
- Email – communicating with you as a FGAS member, including advertising forthcoming events, administration of annual subscription payments and administration of contact details
- Sharing telephone numbers with FGAS Committee event leaders for visits/events on which you have booked a place

#### **Legal Requirements**

The purpose of GDPR 2018 is to acknowledge and protect the rights and privacy of individuals.

This requires FGAS to inform members of the fact that we will hold their personal data in accordance with our Policy and Privacy Statements, and to receive their signed consent to this.

#### **Rights**

All individuals that FGAS hold data on have the right:

- To actively opt-in to email communication with FGAS and with The Prince's Trust
- To be informed what the data held on them is used for and who it is shared with
- To know who to contact regarding personal data held by FGAS (the nominated data controller, as below)
- To be informed upon request of all the data held about them within 30 days.
- To know how to rectify or remove any inaccurate data

#### **Lawful Basis for processing personal data**

The lawful basis for FGAS processing members' personal data is the individual's signed consent on the membership registration and renewal forms and their having opted-in to email communication.

**The nominated data controller** will be the FGAS Membership Secretary.

#### **Data Protection Principles**

The nominated data controller must ensure that data held by FGAS is:

##### ***Processed for a limited purpose***

Data will be shared with The Prince's Trust only for purposes of recording and reconciling annual subscription payments and Gift Aid declarations. Members will be given the opportunity to opt-in to email communications from The Prince's Trust.

Data held by FGAS will never be passed to any external organisations for any reason,

##### ***Adequate, relevant and not excessive***

Data will be monitored to ensure it is sufficient and relevant purely for the purposes stated above

##### ***Accurate and up-to-date***

Members will be informed that it is their responsibility to ensure the data held by us is accurate and up-to-date. They will be regularly reminded to **notify the Membership Secretary** of any changes so that their records can be updated accordingly.

It is the responsibility of the nominated data controller to act upon notification of changes to data, amending them where relevant, and ensure that data no longer required is deleted or destroyed.

***Not kept longer than necessary***

Data will not be retained for longer than it is required and will be deleted or destroyed by the nominated data controller after two years of non-membership has elapsed.

***Secure***

Appropriate technical measures will be taken to protect against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.

- Within FGAS only the Membership Secretary, Chairman and Vice-Chairman will have access to the members' database
- Computers used for holding members personal data will be password protected
- The database will be regularly backed-up to the Cloud to enable restoration in case of computer failure or loss
- Members completed paper registration and renewal forms are filed and held by the Membership Secretary only, and destroyed when no longer required
- Any breach of security would be investigated and reported to members

**The FGAS Data Protection and Privacy Policy will be available to download from the website ([www.fgas.uk.com/membership](http://www.fgas.uk.com/membership)) or on request from the Membership Secretary.**