

Friends of Hedgemead Park (HPF)

Data Protection Policy

December 2019

Introduction

The Friends of Hedgemead Park (HPF) is a community-lead, not-for-profit organization which exists to represent the interests and aspirations of its Membership to the owners of Hedgemead Park (Bath and North East Somerset Council). HPF is an Unincorporated Association with an Executive Committee of seven, which is bound by a published Constitution. HPF's current aims are set out in this Constitution.

In order to serve our Membership and other interested parties, HPF needs to collect and process certain information. This policy describes how this information is collected, handled and stored to meet its obligations under General Data Protection Regulation ("GDPR") legislation, which came into force on the 25th May 2018.

Our promise

HPF respects your privacy and will do its utmost to keep your personal information safe. We will never sell your personal information to third parties nor will we share your personal information with a third-party without your express permission.

Information We Collect

For people interested in receiving news and information about Hedgemead Park and HPF's activities we offer an email subscription service for the delivery of our Blog Posts. To do this HPF needs to collect the Subscriber's name and email address.

For people or organisations wishing to become HPF Members we need to collect the Member's name, organisation (if applying for Group Membership), postal address, email address, membership type, subscription and payment details (status and date), communication preference (email or post), and notes on our communication history. No banking details are collected.

Use of your information

As a Subscriber to our email Blog Post service, we will use your information to send emails replicating HPF Blog Posts as and when they are posted to HPF's web site.

As a Member, we will use your personal information primarily for keeping you informed about events and projects in Hedgemead Park. This includes our regular newsletters and reminders about our volunteering events. In addition, we will contact members about the date and location of our Annual General Meeting as well as payment of membership fees.

Keeping your information safe

We store your information both electronically and in paper form. In all cases, we apply robust security measures to protect the information against loss, theft or corruption.

Data from Subscribers to our Blog Post service is collected using a form on our web site. Interaction between your browser and our web site is encrypted using Secure Socket Layer (SSL) software. Using the same SSL encryption technology, this data is passed to an account we hold with Mailchimp, a widely used marketing services platform, where it is stored on Mailchimp's servers. Only HPF can access this data, which is secured by strong password protection and the link between HPF and Mailchimp again uses SSL encryption. The addition of a new Blog Post on our Web Site triggers the generation of an email, which is sent to Subscribers.

Anyone wishing to become a Member is asked to fill out a paper application form which is then sent to the HPF Secretary. Information from this form is entered into a spreadsheet by the HPF Secretary. This spreadsheet is stored very securely with Apple Inc.'s cloud storage services. Access to the computer and spreadsheet is password protected and the spreadsheet file is backed up daily. The original paper application form is retained and stored in a locked filing cabinet.

Keeping Your Information Up-to-date

As a Subscriber to our Blog Post email service you can view and update your personal information by following the link at the bottom of any Blog Post email message. Alternatively, you can inform HPF of any changes by sending an email to admin@hedgemead.org.

Similarly, as a Member you can notify HPF of any changes to your personal information by sending an email to admin@hedgemead.org.

Unsubscribing & Removal of Your Information

You can unsubscribe from our Blog Post email service at any time and have your personal data removed by following the link at the bottom of any Blog Post email message. Alternatively, you can make an unsubscribe request by sending an email to admin@hedgemead.org.

Similarly, as a Member you can request that your Membership record be deleted at any time by sending an email to admin@hedgemead.org. Furthermore, if you choose not to renew your Membership at the start of any membership year then your details will be removed.

Subject Access Requests

As a Subscriber or Member, you have the right to ask what information we hold about you. This is called a Subject Access Request.

To invoke this right, simply email HPF at admin@hedgemean.org. We will comply with your request within 2 weeks.

Cookies

Cookies are small anonymous text files which are placed on your computer by websites you visit, which enable their systems (or those of their service providers) to recognise your browser and to capture and remember certain information.

Does the HPF web site use cookies? Yes, it does but HPF is committed to only using cookies that are either essential (this means they are required to make something on our web site function properly) or that help us to record anonymised visitor statistics and behaviour.

Most web browsers allow some control of cookies through your browser settings. For further information about cookies and how to manage or reject them please go to: www.aboutcookies.org or www.allaboutcookies.org. If you do choose to reject some or all cookies, please be aware that you may lose some of the functionality of our website.

Contacting Us

Please do not hesitate to contact us on any matter relating to this Privacy Policy at admin@hedgemean.org.