



Registered charity no: 1128280

## DATA PRIVACY NOTICE

### Friends of Twigs

#### 1. Your personal data - what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the GDPR).

Friends of Twigs (FoT) keeps personal data on you, one of its members, who are such by virtue of your annual subscription or because you have requested news and information updates about FoT activities even though you do not subscribe.

#### 2. Who are we?

FoT is the 'data controller' (contact details below). This means it decides how your personal data is processed and for what purposes.

#### 3. How do we process your personal data?

FoT complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To administer membership records if you are a subscriber;
- To inform you of FoT news, meetings, general activities, operational and financial performance.

#### 4. What is the legal basis for processing your personal data?

Explicit consent has been gained from you, the data subject, so that we can keep you informed about news, meetings, general activities, operational and financial performance.

#### 5. Sharing your personal data

Your personal data will be treated as strictly confidential.

We will never share your data with any third parties without your consent.

## **6. How long do we keep your personal data?**

We only keep data for as long as you remain a member, or for as long as you have expressed a wish to continue receiving information about FoT.

## **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which FoT holds about you;
- The right to request that FoT corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for FoT to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where appropriate, to transmit that data directly to another data controller, (known as the right to data portability).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the FoT administrator via email at [contact@friendsoftwigs.org.uk](mailto:contact@friendsoftwigs.org.uk) .

You can contact the Information Commissioners Office on 0303 123 1113 or via email at <https://ico.org.uk/global/contact-us/email/> or by post at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.