



PRIVACY NOTICE 22 May 2018

Friends of Chesworth Farm

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 (GDPR).

2. Who are we?

Friends of Chesworth Farm (FCF) is the data controller (contact details below). This means that FCF decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

FCF complies with its obligations under 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.

We use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public;
- To administer membership records;
- To fundraise and promote the interests of FCF;
- To manage our volunteers;
- To maintain our own accounts and records;
- To inform you of news, events, activities and services running in Chesworth Farm.

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

We will process your data as a member of FCF on the basis of legitimate interest. We will also hold and process data where there is explicit consent of the data subject so that we can keep you informed about news, events, activities and services relating to Chesworth Farm:

- Processing is necessary for carrying out any obligations required by law (e.g. any Health and Safety requirements for volunteers, etc);
- There will be no disclosure of personal information to a third party without additional prior consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the FCF Committee on a need to know basis.

6. How long do we keep your personal data?

We will keep your data for a maximum of one year following you ceasing to be a member, and then only to meet legal or accounting obligations. Data from non-members will also be deleted after a maximum of one year.

7. Your rights and your personal data

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 FCF holds about you;
- The right to request that FCF 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 FCF to retain such data;
- The right to withdraw your consent to the processing of your personal data at any time;
- 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 object to the processing of personal data;
- 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 Privacy 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. We will seek your prior consent to any new processing.

9. Contact details

To exercise all relevant rights, queries or complaints please in the first instance contact the data controller, Friends of Chesworth Farm, either by email: chesworthfarm@hotmail.co.uk or by post: C/o 45 Gorings Mead, Horsham RH13 5BS.