

# Privacy Policy

## Definitions

This document relates to legal requirements, so, for completeness, personal data is information about you which is identifiable as being about you. It can be stored electronically or on paper, and includes images and audio recordings as well as written information.

## Responsibility

Overall and final responsibility for data protection lies with the appointed officers of the group who are responsible for overseeing activities and ensuring this policy is upheld.

All members are responsible for observing this policy, and related procedures, in all areas of their work for the group.

## Our Policy

We need to keep personal data about our committee, members, volunteers and supporters, and interested parties in order to carry out group activities.

We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect your privacy and comply with the General Data Protection Regulation (GDPR), the Data Protection Act 2018, and other relevant legislation.

We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.

We will only collect, store and use data for:

1. purposes for which you have given explicit consent, or
2. purposes that are in our our group's legitimate interests, or
3. contracts with you (if you are supplying something), or
4. to comply with legal obligations, or
5. to protect your life, or
6. to perform public tasks.

We will provide you with details of the data we have about you when you ask.

We will delete data if you ask, unless we need to keep it for legal reasons.

We will endeavour to keep your data up-to-date and accurate.

We will store your data securely.

The data we keep, and its purpose, is described in the next section.

We will not share your data with third parties without your explicit consent, unless legally required to do so.

We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.

To uphold this policy, we will maintain a set of data protection procedures for our committee and volunteers to follow.

## The data we keep

### If you are a member of South Beds Friends of the Earth

The data items listed here are required for all members. This information is maintained by the Membership Secretary and issued to others according to our procedures.

The information is deleted when we know you have left the group, or when we haven't heard from you for 8 months.

Item	Purpose
Email address	<p>This is the primary means of communication with all members and volunteers. Email communications to more than one person will normally include all recipient addresses to allow for group discussion.</p> <p>You may opt to have your email hidden when someone sends an email to the group.</p> <p>For members of the group who are more active and come to meetings we encourage people to share emails to allow for group discussion, but for those who are supportive though less active, do not come to meetings but join in with activities occasionally then we keep emails hidden.</p> <p>From time to time we break up our activities into sub-groups. You will normally receive email for any sub-group you belong to, but not for other sub-groups.</p>
Mobile number or landline	<p>This is a secondary means of communication, primarily for activity leaders to use for short term arrangements, such as change of time or cancellation of the activity. Contact may be by voice or SMS.</p>

Address	<p>This is kept primarily to identify you.</p> <p>Occasionally the officers of SBFOE may use it to see if there is an environmental issue or opportunity occurring close to you, and they may, as a result, tell you about this.</p> <p>It may be used in emergency, or to contact you if we believe that your email or phone number have changed. The address will not be used for any other reason.</p>
Emergency contact details	Name and contact number of a friend or relative to be used in emergency.
Membership details	We will keep the date of your most recent subscription payment.

## If you are a volunteer or supporter

The data items listed here are required for any person who is volunteering for an activity, and where we are not expecting any deeper involvement within the group. This information is kept by the relevant activity leader. It may be kept by the activity leader for a reasonable period of time if it seems likely you will join another such activity in the future.

Item	Purpose
Email address	<p>This the primary means of getting in touch with you for this activity. You will only receive emails for the activity you are volunteering for.</p> <p>You may opt to have your email hidden.</p>
Mobile number	This is a secondary means of communication, primarily for activity leaders to use for short term arrangements, such as a change of time, or cancellation of the activity. Contact may be by voice or SMS.
Emergency contact details	Name and contact number of a friend or relative to be used in emergency.
Statement re health	A signed statement about any health conditions that the organisers need to be aware of.

## If you have expressed an interest

The data listed here are required as a means of contacting anyone who has expressed interest in our activities. This information is maintained by the Membership Secretary and issued to others according to our procedures.

Item	Purpose
Email address	<p>This email is used for keeping you up to date with our activities.</p> <p>The address is not visible on any emails we send out.</p> <p>You may opt out of these messages at any time, in which case your address will be deleted.</p> <p>We will periodically check that you are still interested, and delete the address if not.</p>

## Publicity material

From time to time we may take photographs or videos that include you, note your opinion on some relevant matter to use as a quotation, or list your name as attending some gathering, with the intention of using this material on our website, in a social media feed or some other publication. We will ask your permission to use that material before publication.

You will have a choice between giving general permission for all photographs and so on, or specific permission for an instance.

It may also happen that some photograph, video or other reference may identify a child of yours. If the child is under 13 then we will ask you for permission to use the material.

Once it has been published we will be free to use the material again in the same context. However, if you have not given general permission, we will ask permission again if the context changes.

Bear in mind that we do not necessarily hold the copyright on any photographs, videos or quotations and your refusal to allow some item to be used does not prevent the copyright holder using it in some other context not under our control.