



FRIENDS OF DUCHESS WOOD

PRIVACY NOTICE

All personal data processed by the Friends of Duchess Wood (FODW) will be managed in accordance with the requirements of the Data Protection Act 2018 and the General Data Protection Regulations (GDPRs)

You can contact us with any questions about the processing of your personal data via our email address: admin@duchesswoods.org.uk

How will we use your personal data?

- Your contact details will be used to send you news and information about the work of the FODW
- We will use your email address to invite you to the annual AGM and to take part in activities and events organised by the FODW
- Any articles, press releases or newsletters produced by FODW will only contain reference to named Members or third parties when prior consent has been given.
- We may take photographs of individuals to promote activities and events, images will only be taken with prior consent.

How long will you keep my Information?

We will retain your information for up to a maximum of two full years from receipt of your membership application or renewal. When renewal reminders are sent out, should any membership be cancelled or not renewed one year after the renewal date, all personal data will be securely disposed of and deleted from our records.

Who will you share my information with?

Your personal data will not be shared with any other individual or group and will only be processed by the members of the Committee of the FODW for the purposes set out in this privacy notice.

Privacy notice drafted by:

Laura Baird Trustee

Date: 03 October 2022

Approved by David Lewin Chair

03 October 2022

Date 03 October 2022