

The Friends of Christchurch Gardens
6 Beauchamp Avenue
Leamington Spa
CV32 5RE

The Friends of Christchurch Gardens is a Sub-Committee of the Leamington Society, Registered Charity No. 516078

PRIVACY NOTICE

The processing of personal data is regulated by the Data Protection Act 1998 and from 25 May 2018 by the General Data Protection Regulation (GDPR). Any requests for access to or concerns about information held about you by the Friends of Christchurch Gardens (FoCG) should be made in writing to the Chair of the Friends.

This legislation places certain obligations on us to protect the personal data that we receive and collect from you and to ensure that we only process it for specified purposes.

Privacy Policy

Your privacy is important to us and we are committed to safeguarding the privacy of individuals. This privacy notice sets out how we will treat your personal information.

How we collect information from you

We only collect information that is necessary for us to carry out the administration and operation of the FoCG activities.

We obtain personal information about you when you contact us by post, email or telephone to enquire about the FoCG. The information we collect from you may include your title, name, postal address, email address and telephone number.

How your information is used

We may use your information to contact you regarding any aspect of your involvement with FoCG.

We will not share your information with third parties unless we are required to do so by law, for example by a court order or for the purposes of prevention of fraud or other crime.

Personal Data Security

We comply with our 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.

Personal data will be kept no longer than is necessary for the purpose for which it was obtained.

Privacy Statement Update

We keep our Privacy Notice under regular review and may update it from time to time.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to the information that the FoCG holds about you. To make a request, or if you have any questions about this Privacy Notice, please contact the Chair of the FoCG in writing. (friendsofchristchurchgardens@gmail.com).

If you have a concern about the way we are collecting or using your personal data, please raise your concern with the Chair of the FoCG in the first instance. If you are not satisfied with the way in which we handle your concern, you can raise your concern with the Information Commissioners Office.

September 2023

Next review: September 2024