

# FONOP Privacy Policy

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*This edition: 2018*

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This document sets out how the Friends Of Newport's Ornamental Parks gathers, holds and protects the personal data of its members.

## **Principle 1: What personal data do we hold?**

- We hold name, address, title, co-habitation status, landline phone number, mobile phone number, e-mail, date of joining, method of payment and renewal date.
- For members paying by Bank Transfer we are aware of their bank details but do not store them electronically.

## **Principle 2: When do we collect the data?**

We collect the data at the time of joining via a membership form and membership payment details.

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Website:

<http://www.fonop.org.uk>

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## Principle 3: How do we use the data?

- We collect the data in order to ensure that members receive information about the Society's activities and are given the correct type of membership for their circumstances.
- The data is also used to determine how long the person's membership lasts. If possible, we will contact you by the e-mail address you have supplied.

## Principle 4: How do we protect your data?

- Members' data is held on password protected spreadsheets on a password protected computer.
- Back-ups are held in The Cloud using proprietary systems such as Google Drive and Microsoft OneDrive. These are password-protected.

## Principle 5: Do we use cookies?

FONOP does not use cookies.

## Principle 6: Do we share your data with 3rd parties?

FONOP does not pass your information on to any other organisation, either in the UK or outside it. We will never pass your data on to 3<sup>rd</sup> parties.

## Principle 7: How long do we keep your data?

Your data is kept for as long as you are a member and is archived for three years after you leave, in case you wish to rejoin. After that it is destroyed.

## Principle 8: What are your rights to your data?

At any time you can contact us at [fonopnewport@gmail.com](mailto:fonopnewport@gmail.com) and ask to see your data.

You may write to us at:  
**Membership Secretary**

**6 Squires Gate**

**Newport**

**NP10 0BP.**

You can also state that you wish your data to be removed from our records and that we keep no

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e-mail:  
[fonopnewport@gmail.com](mailto:fonopnewport@gmail.com)

*The Friends Of Newport's Ornamental Parks: Working for a happier, greener Newport.*