



Privacy Policy

Personal Data

From 25th May 2018 an individual's confidentiality will be protected by the **General Data Protection Regulation** ("GDPR").

The **Friends of Northwood Cemetery** ("FoNC") is committed to protecting personal information and being transparent about what information it holds. The purpose of this Privacy Policy is to explain how it collects and uses any personal information provided to FoNC and how it communicates with you.

When you join FoNC it asked for personal information such as: Name; Address; Postcode; and Email address.

This information is required in order that it can provide the service that you expect as a "Friend" of Northwood Cemetery. The personal information supplied to FoNC will be kept on the Membership Secretary's computer; this data will be deleted once it is no longer relevant but lists of members will be kept for historical purposes. FoNC does not store any bank details - but it does store the fact that you have paid your subscription.

Accessibility

The information you provide will be used only by FoNC; FoNC will never share members' information with other third party organisations.

You have the right to request a copy of the information FoNC holds about you (a subject access request) and to have any inaccuracies corrected. You also have the right to request us to erase your personal information, request us to restrict the processing of your personal information or to object to our processing of your personal information. Should you wish to exercise these rights your request, together with proof of your identity, should be addressed to the Secretary. You also have a right to object to the Information Commissioner's Office if you feel that FoNC has not handled your data in a satisfactory manner.

Communication

FoNC will ask members to provide their formal consent to receive communications either electronically or by hard copy through the post. You can change your communication preferences or withdraw your consent to be contacted at any time by contacting the Secretary by **post** to the Secretary, 194 Newport Road, Cowes, Isle of Wight PO31 7PU or by **email** to: secretary@friendsofnorthwoodcemetery.org.uk.

FoNC will use a member's personal information to send:

- **Quarterly Newsletters;**
- **Notice of Events** (such as Talks, Presentations, Fundraising Events or General Meetings); and
- **Subscription reminders.**

Attendance Records, including names and contact details, may be recorded on a list of attendees at Talks, Presentations, Fundraising Events, General Meetings or any other event. These are kept as a historical record.

Note: With the exception of notices for General Meetings, members can opt out of any or all of FoNC communications at any time by contacting the Secretary as above.

Website: FoNC's website (www.friendsofnorthwoodcemetery.org.uk) does not use cookies nor is any personal information stored within it.