



The Friends' of Exeter Ship Canal

Privacy Notice

We want everyone who joins, supports or volunteers with the Friends' of Exeter Ship Canal (FESC) to feel confident and comfortable with how any personal data they share with us is looked after or used. This Privacy Notice sets out how we collect, use and store personal data (information that identifies or could identify you).

Who are we?

FESC is committed to protecting your personal data and making every effort to ensure that it is processed in a fair, open and transparent manner.

We are a 'data controller' for the purposes of the EU General Data Protection Regulation 2016/679 and this means we are responsible for, and control the processing of, your personal data.

For further information about how we handle matters of privacy please contact us by:

- Emailing nick.hawker@yahoo.co.uk

Why do we need your data?

We need to know your basic personal data in order to administer our obligations to you in providing the contractual benefits of membership. From time to time we may also want to inform you of activities, campaigns and events. In addition, we may need this data to process donations, verify financial transactions and to provide any services or goods you have requested.

We will collect only the personal data we need to ensure we provide information that is most relevant to you.

What data do we collect?

The personal data we collect can include details such as your name, age, email address, postal address, and telephone number(s).

We strive to collect only the data necessary to maintain our relationship with you and ensure we can best provide the information and service you require.

How do we collect your data?

We collect data from you at the time of you becoming a member of FESC or when you enquire about FESC, its events and activities. This could be by email, telephone, post, through our website or in person.

How do we keep your data safe?

Any personal data we hold is kept confidential and protected against misuse or improper access. Data is processed only by FESC staff and volunteers based in the UK.

No one else has access to your personal data and we will not share it with any third parties. The only exception is if we are required to do so by law.

We have a Data Protection regime in place to ensure the effective and secure processing of your personal data. All FESC staff and volunteers are aware of the importance we attach to the correct handling of personal information and a copy of our internal Privacy Policy can be found on our website.

What are the legal bases for keeping your data?

In most cases we will only use your personal data where we have your *consent* or because we need it to fulfil a *contract* with you (e.g. newsletters, notification of meetings, activities, surveys).

However, there are other lawful reasons that allow us to process your personal data and one of those is called *legitimate interests*. Examples of this are if we contact you to research our supporters; for legal purposes or to comply with regulatory guidance.

How long will we keep your data?

We will only keep your data for as long as is reasonable and necessary for the relevant activity, which may be to fulfil statutory obligations. This would usually be for 7 years.

Exercising your rights

Under the Data Protection Act 2018 and the EU General Data Protection Regulations you have the following rights;

- The right of access to your own personal data
- The right to request rectification or deletion of your personal data
- The right to object to the processing of your personal data
- The right to complaint to the Information Commissioner's Office
- The right to object to decisions being taken about you by automated means
- The right to request a copy of the information you provide us in machine readable format
- The right to withdraw your consent to any processing that is solely reliant upon your consent

Should you wish to exercise any of your rights, please contact nick.hawker@yahoo.co.uk.

Your right to complain

If you wish to complain about the way that your personal data has been handled by FESC, you should write to the Secretary at the afore mentioned e-mail address and clearly outline your case. Your complaint will then be investigated. If you remain dissatisfied with the way

your personal data has been handled, you may refer the matter to the Information Commissioner's Office whose contact details are below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Email: casework@ico.org.uk

This Privacy Notice was last updated December 2018