

Privacy Notice

How we use your information in relation to the General Data Protection Regulation (GDPR)

Glossary

- HOCP is Harrold-Odell Country Park, also referred to as 'the park'.
- FHOCP is The Friends of Harrold-Odell Country Park.
- BBC is Bedford Borough Council, the local authority which owns HOCP.
- 'park staff' and 'park management' are employees of BBC who have responsibility for and/or regular involvement with HOCP.

Who are we?

'We' are The Friends of Harrold-Odell Country Park. We are an entirely voluntary organisation whose activities in the park are reliant on the goodwill and co-operation of BBC.

Our address is The Friends, HOCP, Carlton Road, Harrold MK43 7DS.

Our point of contact is the Park Office at the Visitors' Centre, address above, Tel: 01234 720016.

We are the Data Controller and we are responsible for deciding how we can use your information. Decisions on data use are made by FHOCP Committee and implemented by the Group Secretary. Under the GDPR we do not have a statutory requirement to have a Data Protection Officer.

What information do we collect?

We record the information you have given us on your registration form when you join and when you advise us of changes. This includes your contact details, communication and activity preferences and the name and phone number of your emergency contact.

For some members we may generate and record additional information, e.g. committee member. We do not record any personal data originating from other sources, e.g. publicly available.

You're responsible for making sure you give us accurate and up-to-date information.

Note: If we do not have your email address then some communications will inevitably be limited.

On what basis do we collect personal data?

We use your data of necessity to administer your membership and communicate information relating to the park. This is called 'legitimate interest'. On the occasions where usage is not strictly necessary, we ask for your prior consent, e.g. when issuing reports or our Newsletter.

How is the information stored?

The Group Secretary stores your data both manually and digitally. We use password protected personal computers. Paper documents are secured away unless being worked on.

The Chairman, the Treasurer and HOCP park staff have a digital copy of the membership list.

How do we use your data?

To enable your participation in FHOCP by communicating :

- information regarding the park and our events.
- information we've been asked to distribute by BBC, e.g. from BBC Volunteer Co-ordinator.
- And, unless you ask us not to
 - reports arising from committee meetings, e.g. Chairman's reports.
 - our quarterly Newsletter.
 - and infrequently, information that we think will be of interest to you, e.g. closure of local roads/bridges, publications about the local area.
 - Requests for help, e.g. assistance at events, advice on fundraising.

We will try to contact your nominated person in the event of an emergency.

We do not use any automated processing in decision-making.

Do we share your data?

We share your data with FHOCP committee members and those park staff who work directly with FHOCP volunteer members. Your data is not freely available to BBC staff, e.g. if BBC's Volunteer Co-ordinator wishes to contact you we will do so on their behalf.

We might share your data if we consider it necessary to do so in an emergency, e.g. you have an accident whilst volunteering in the park.

Other than the above, we do not share your data.

For how long do we keep your data?

We'll keep your information for as long as you have a relationship with us. After that, your record is deleted from our membership list. Your record will remain on our backups for 12 - 18 months, when the backups will be deleted.

Your rights

You have a number of rights relating to your information:

1. to be informed - of the collection and use of your data (Privacy Notice).
2. of access - to your personal data and supplementary information.
3. to rectification - of incorrect and incomplete personal data.
4. to erasure - of personal data ('the right to be forgotten').
5. to restrict processing – of personal data, often a temporary block.
6. to data portability - to have your data provided in a machine readable form.
7. to object – to use of your personal data according to your particular situation.
8. Rights in relation to automated decision making and profiling.

Not all rights are absolute, some only apply in certain circumstances.

For any requests or queries about our use of your personal data, e.g. to update or cancel your membership, please contact us or the park staff – contacts under 'Who are we?', above.

How can I make a complaint?

Please apply to any committee member of FHOCP and we'll do our best to address your concerns.

If you cannot resolve your issue with us you can complain to the Information Commissioner's

Office (ICO) : Helpline 0303 123 1113, website <https://ico.org.uk/global/contact-us/>