

# FRIENDS OF INVERLEITH PARK

## DATA PRIVACY POLICY

### 1. About this Policy

- 1.1 This policy explains when and why we collect personal data about our members, how we use it, how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [www.friendsofinverleithpark.co.uk](http://www.friendsofinverleithpark.co.uk) regularly for any amendments (amendments will not be made retrospectively).
- 1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner [www.ico.org.uk](http://www.ico.org.uk). We will be the data controller of the personal data we hold about you.

### 2. Who are we?

- 2.1 We are the Friends of Inverleith Park. We can be contacted at [joan.beattie@hotmail.com](mailto:joan.beattie@hotmail.com)  
Tel: 0131 556 7993 or [pambarnes66@yahoo.co.uk](mailto:pambarnes66@yahoo.co.uk) Tel:0131 332 4765

### 3. What information we collect and why

Type of information	Purposes	Legal basis for processing
Member's name, address, telephone numbers, email address(es)	Managing the membership of Friends of Inverleith Park	Performance of the contract with the Members of Inverleith Park

### 4. How we protect your personal data

- 4.1 We won't transfer your personal data outside the European Economic Area (EEA) without your consent.
- 4.2 We have implemented appropriate technical and organisational measures to protect your personal data.
- 4.3 We use a recognised secure payment system for any payments made online.
- 4.4 We'll notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

### 5. Who else has access to the information you provide us?

- 5.1 We don't share your personal data with any third parties unless required to do so by law. We will always ask your permission before sharing your data with other members.

## 6. How long do we keep your information?

- 6.1 We'll hold your personal data for as long as you are a member and thereafter only to enable us to comply with any legal obligations we may have.

## 7. Your rights

- 7.1 You have rights under GDPR:

- (a) to access the personal data we hold about you;
- (b) to be provided with information about how your personal data is processed;
- (c) to have your personal data corrected;
- (d) to have your personal data erased in certain circumstances;
- (e) to object to or restrict how your personal data is processed;
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

- 7.2 You have the right to take a complaint about how we process your personal data to the Information Commissioner:

<https://ico.or.uk/concerns>

0303 123 1113

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF