

Forest Town Nature Conservation Group DATA PROTECTION POLICY (VERSION 2)

Introduction

The Forest Town Nature Conservation Group's records are maintained electronically. Where relevant, records are stored by our cloud hosting for use by relevant FTNCG Officers.

Purpose of Storing Records

The records are kept solely for the administration of the Forest Town Nature Conservation Group. Apart from any legal and regulatory requirements your personal information will not be disclosed to persons outside the Group without asking you first. Data will only be stored so long as we believe the records to be relevant.

Constitutional requirements

In accordance with the requirements set out at Page 4 of our Constitution (adopted 14th July 2014): "The trustees must keep a register of names and addresses of the members which must be made available to any member upon request."

Compliance with the law

To comply with legislative and regulatory requirements, the Group requires members to give their specific agreement for the keeping of personal details in a computer record, giving due regard to the assurances given above in this policy.

The Group will not release members' personal details to any third party for commercial or any other reason. Any requests for contact with individuals will be by the Group contacting you and asking you to contact the enquirer if you so wish.

Every effort will be made to ensure that personal data stored by the Group will be accurate and up to date. Members wishing to verify the accuracy of their data should contact the Forest Town Nature Conservation Group Secretary.

Members cooperation

Members are requested to sign and return the declaration included in the membership form.

Removal of Personal Details from the Group records

Should a member wish that their name and address be removed from the Group's computer files and electronic records, this will be honoured.

Further Details

Please contact the Forest Town Nature Conservation Group Secretary for further details or if you wish to change the way your personal information is stored.

Updates to the policy

This policy will be amended from time to time, and we will let people know each time it has been updated. The latest version of the policy will be available on the FTNCG website and available upon request from the Secretary.

Date of adoption: 8th February 2011

Date of most recent amendment: 16th August 2018

Signed by: Shlomo Dowen
Role in the organisation: Chair