

The Friends of Holland Garden Privacy Policy

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About Us

We are The Friends of Holland Gardens. This Privacy Policy covers the use by The Friends of Holland Garden (referred to in this Policy as the "**Friends**") of information about those who are members of The Friends (referred to in this Policy as "**Members**" or a "**Member**"). The Friends of Holland Garden is the controller described in the use of that information. We are required under data protection legislation to notify Members of the information contained in this privacy notice.

As such, any references in this Privacy Policy to "**we**", "**our**", "**us**" etc. will be interpreted as a reference to The Friends.

What information do we hold?

We will collect, process and store the following personal information about our Members:

- name
- title
- postal address
- email address
- telephone number
- date membership commenced
- whether a Member's subscription is up to date
- status as a volunteer (if applicable).

The information described above comes directly from each Member when a Member completes an application form to join the Friends or when a Member interacts with the Friends during the time of their membership in various other ways (for example, by booking to attend events arranged by the Friends).

How and why do we use your personal information?

We only use this information for the purpose of the legitimate interests of The Friends and for administration purposes.

In particular, we use your information:

- where we have obtained your consent (and before any withdrawal of your consent – see below) to:
 - contact you via email or post from time to time with information we think may be of interest to Members about the the activities and developments of the Friends and about events that we

may be arranging or supporting. If you do not want to be contacted in this way, you can tell us by contacting us using the contact details set out at the end of the Privacy Policy.

For more information on your rights, please refer to the section “[Your rights](#) “ where it is necessary for membership renewal reminders and notices of formal meetings of the Friends such as the annual general meeting.

We will not use your information for any other purposes unless we are required to do so by law, in connection with any legal proceedings or in order to establish, exercise or defend our legal rights.

Who do we share your information with?

Your information will be shared internally amongst our administrative officers and volunteers for the purposes of administering your membership. We may need to share your personal information from time to time with our professional advisers, such as our accounting and legal advisers where they require that information in order to provide advice to us.

We will also disclose your personal information if we are required to do so by law or to a law enforcement agency.

Where is your information stored?

Your personal data will be stored locally by us.

How long will we keep your information?

We only keep your information for as long as is reasonably necessary for the purposes set out in this Privacy Policy and to fulfil our legal obligations.

In summary, however, we keep information about Members for the duration of their membership and for a period of 1 year(s) after cessation of membership.

We will securely erase your information in advance of these deadlines if we decide that we no longer need it.

Your rights

You have the following rights regarding your information:

Rights	What does this mean?
1. Right to be informed	You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights. This is why we are providing you with the information in this Privacy Policy.
2. Right of access	You have the right to obtain access to your information (if we are processing it), and other certain other information (similar to that provided in this Privacy Policy).
3. Right to rectification	You are entitled to have your information corrected if it is inaccurate or incomplete.
4. Right to erasure	This is also known as ‘the right to be forgotten’ and, in simple terms, enables you to request the deletion or removal of your information where there is no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions.

5. Right to restrict processing	You have rights to ‘block’ or suppress further use of your information. When processing is restricted, we can still store your information, but may not use it further. We keep lists of people who have asked for further use of their information to be ‘blocked’ to make sure the restriction is respected in future.
6. Right to data portability	You have the right to obtain and reuse your personal data in a structured, commonly used and machine readable format in certain circumstances. In addition, where certain conditions apply, you have the right to have such information transferred directly to a third party.
7. Right to withdraw consent	If you have given your consent to anything we do with your personal data, you have the right to withdraw your consent at any time (although if you do so, it does not mean that anything we have done with your personal data with your consent up to that point is unlawful).

To exercise any of these rights at, any time, you can contact us using the details set out at the end of this Privacy Policy.

Right to object to processing
In addition to the above rights, you also have the right to object to certain types of processing, in certain circumstances. In particular, the right to object to the processing of your personal data based on our legitimate interests grounds (including processing for direct marketing).

Changes to this Privacy Policy

From time to time we may make changes to this Privacy Policy to ensure that it is accurate and up to date and to reflect any changes in the law. This policy was last updated on 7 April 2020

For the avoidance of doubt, this Privacy Policy does not form a term of your membership with the Friends and we may update the Privacy Policy at any time. To the extent that the terms of this Privacy Policy conflict with the terms of your membership, the terms of this Privacy Policy shall prevail.

Contacting us and making a complaint

If you have any questions or complaints about this Privacy Policy or about how we handle your information, please contact the Membership Secretary at:

The Friends of Holland Garden,
c/o 6 Cambridge Road
West Wimbledon
LONDON SW20 0SH
Email: cherry@friendsofhollandgarden.org.uk

If you are not satisfied with our response or you believe our use of your information does not comply with data protection law, you can make a complaint to the UK regulator in relation to data privacy, being the Information Commissioner. See www.ico.org.uk for more information.

