

## **FRIENDS OF GUNNERSBURY PARK & MUSEUM**

### **Our privacy policy**

As a member of the Friends you have a right to know how we keep your personal data. This short statement tells you what we collect from you, how we store it and how we protect it.

### **The organisation**

The Friends of Gunnersbury Park & Museum is a registered charity (Charity No 286310). We were established to promote the preservation, protection and improvement of Gunnersbury Park and its historic buildings and to support assist and help improve Gunnersbury Park Museum. We therefore raise awareness of these through our Newsletter, website and occasional events and contribute funds to support activities and acquisitions which would not otherwise be funded. Your annual subscriptions and donations help us achieve these aims.

More information about the Friends is available at [gunnersburyfriends.org](http://gunnersburyfriends.org).

### **The information we hold about you**

- records of your subscriptions and other donations paid
- gift aid records
- your email and postal address and your telephone number as supplied on the application form
- your bank details if you pay us by standing order

### **How we use information about you**

The Membership Secretary and Hon Treasurer hold this information for the purposes of keeping subscriptions up to date. The Hon Editor holds your contact details in order to distribute email updates and to mail out Newsletters. You may change the information we hold by emailing [info@gunnersburyfriends.org](mailto:info@gunnersburyfriends.org) or by writing to the Membership Secretary, 62 Creffield Road, London W3 9PS.

### **How we protect your information**

We keep information about you in password protected files. Paper copies are stored safely and will be shredded after use. The Editor uploads members' email addresses to the web site, access to which is limited and controlled by user id and password. We keep subscription records as long as required to comply with statutory requirements. In most cases this will be for 6 years from the end of the tax year when you resigned.

### **Changes to the privacy policy**

We may update this policy occasionally and new versions will be placed on the website.

Approved by the board July 2018