**The Friends of Hilbre: Privacy Policy July 2023**

The Friends of Hilbre is a registered charity, in England and Wales No: 1103822

Our committee members are committed to protecting your privacy and security.

**Our contact details**

Name: The Friends of Hilbre

Address: 8 Oaklea Road, Irby, WIRRAL,CH61 3US

Phone Number: 0151 648 7115

E-mail: infohilbreisland@gmail.com

 **The type of personal information we collect**

We currently collect and process the following information:

* The full name, address, email and phone number of each member

**How we get the personal information and why we have it**

The personal information we process is provided to us directly by you when you join or renew your membership for one of the following reasons:

* To enable us to contact you with relevant information regarding your membership and
* Send you information regarding the Friends of Hilbre (e.g., newsletters and updates).
* We also hold a record of subscriptions that you have made to us

We do not share this information with other organisation or individuals.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**Your consent: You are able to remove your consent at any time.**

If at any time you would rather we remove your details from our database totally, please let us know and we will do this. You would then receive no further communication from us by email or post.

**You can do this by contacting:**

 **The Membership Secretary**

**6 Penrhyd Rd, Irby, Wirral CH612XJ**

**Email : newsletter.foh@gmail.com**

**How we store your personal information**

Your information is securely stored:

1. on a password protected spread sheet and
2. paper copies are stored in a locked safe

We keep your name and contact details until your membership is ended or if you request us to delete it.

We will then dispose your information by:

1. removing your name and contact details from our password protected spreadsheet
2. Deleting your email contact from our contact list
3. Shredding the paper copy of your membership form

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at

The Friends of Hilbre

Address: 8 Oaklea Road, Irby, WIRRAL,CH61 3US

Phone Number: 0151 648 7115

E-mail: infohilbreisland@gmail.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>