**Privacy Notice – Friends of Ancells Farm**

This Privacy Notice is written for the purposes of compliance with the General Data Protection Regulation (EU) 2016/679.

Friends of Ancells Farm (FOAF) is a not-for-profit community organisation that operates in the Ancells Farm area of Fleet, Hampshire. The objective of the group is to work towards maintaining and improving Ancells Farm park, the surrounding woods, sports field and other communal areas for the benefit of the local community, in partnership with the local Council and other appropriate bodies.

FOAF is the data controller for the personal information we hold for you. You can contact FOAF via email at committee@ancellsfarm.org.uk.

We collect only basic personal data about you which does not include any special types of information. This may however include names, addresses and email addresses.

**What we need your information for**

We need your basic personal information to routinely email you about topics relating to FOAF, such as events, newsletters, updates on progress made within our green spaces and membership related matters, etc. The law allows us to use your personal information in this way as either you have already given us your consent to do so or we have a legitimate basis for contacting you. We will not collect any personal data from you which we do not need to provide and oversee these services to you.

**What we do with your data**

All personal data you provide to us is processed by our committee. However, for the purposes of IT website hosting and email communication this information may be stored on servers within the UK. No third parties have access to your data unless the law allows them to do so.

**How long we will keep your information**

If you cease to be a member of FOAF, either implicitly (by failing to pay your annual subscription) or explicitly (by requesting that your membership be terminated) your data may be retained for a reasonable period of time to allow us to contact you to see if you wish to renew your membership of the group.

**Your rights concerning your information**

You may request us to provide you with details of the information we have about you.

If at any point you believe the information we process on you is incorrect you can request to have it corrected (RECTIFICATION) or deleted (FORGOTTEN). Please note that if you request that your personal data be deleted we will no longer be able to contact you and you will effectively cease to be a member of FOAF.

If you have a complaint on how we have handled your personal data, you can contact us to have the matter investigated.

If you are not satisfied with our response, or believe we are not processing your data in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk>