**GENERAL DATA PROTECTION REGULATIONS (GDPR 2018)**

**FRIENDS OF OSTERLEY PARK (FoOP)**

The key rights are that personal data shall be:

* Processed in a lawful, fair and transparent manner.
* Processed only for a specific and legitimate purpose.
* Minimised to what is adequate and relevant for the purpose.
* Accurate and where necessary kept up to date.
* Retained only for as long as is necessary for the purpose.
* Processed in a manner with appropriate security.

FoOP’s membership data are held on the computers of appropriate members of the FoOP Management Committee, and are password protected.

**Individual’s rights under GDPR**

* The Right to be informed who, why and what we you doing with your information.

For the Friends, the data are used by members of the FoOP Committee to manage the distribution of the Newsletter, to remind Friends of coming events (e.g. coffee mornings), to carry out the 100 Club draw and pay prizes, to make arrangements for outings that you have requested (coach trips, London visits and annual Holiday) .

* The Right of access to your personal data.

Your data on the FoOP membership list will be provided to you on request.

* The Rights to rectification, restriction and erasure of data which are inaccurate

If you believe that any aspect of your records is wrong let us know and we will correct it.

* The Right to object to personal data being processed for any reason

Your data are not shared with any other organisation (including the National Trust) except:

* where an outing or holiday destination requires your name
* where it is required by HMRC when we claim Gift Aid with your authority
* The Right to data portability

If you want to leave the Friends and join a very similar organisation we will pass on your data if you request it.

The personal data that the FoOP hold on members are:

* name, address, email address (if provided), telephone number,
* if you have agreed to pay membership by Standing Order,
* if you have agreed for us to claim Gift Aid,
* if you are a member of the 100 Club and your Club numbers
* if you have agreed to receive your Newsletter by email.

The only information we hold is that which you have freely given to us (e.g. on joining or renewing membership or booking an outing).

NB. We hold no “sensitive data” of members (racial or ethnic origin; political opinions; religious beliefs or other beliefs of a similar nature; membership of a trade union; physical or mental health or condition; sexual life; information relating to alleged or actual criminal offences)