



Friends of Parkinsons Park CIC

Personal Information Privacy Policy

Updated 16 May 2018

We may change this Privacy Policy at any time and from time to time. The most recent version of the Privacy Policy is on our website. www.parkinsonspark.co.uk. We encourage you to review this Privacy Policy often to stay informed of changes that may affect you.

In this document:

- **FOPP**, refers to Friends of Parkinson's Park CIC.
- **Services**, refers to any activity we undertake in our constitutional objective to develop and maintain Parkinson's Park for the benefit of the community.
- **'Account'** refers to the store of personal information we hold on you

Our Privacy Policy is effective with respect to any data that we have collected, or collect, about and/or from you. If you have any questions or comments, or if you want to update, delete, or change any Personal Information we hold, or you have a concern about the way in which we have handled any privacy matter, please contact us on parkinsonspark@gmail.com, or contact any of the Board of Directors given on our website by the method outlined there.

YOUR INFORMATION

Information we collect on you can be categorised in three ways

- Information you voluntarily provide to us** When you sign up for, request or use our Services, send us an email, or communicate with us in any way, you are voluntarily giving us information that we collect. That information may include your name, physical address, email address, and phone number, as well as details including gender, occupation, location, number of children and other demographic information. **By giving us this information**, you consent to this information being collected, used, and stored by us, as described in this Privacy Policy.
- Information from your use of the Service:** We may receive information about how and when you use our Services, store it in digital files or other types of files associated with your 'FOPP account', and may link it to other information we collect about you. This information may include, for example, your attendance at an event, work you have done as a Friend, your response to a communication. This type of information helps us run the Friends efficiently for the benefit of both you and the wider Community.
- Photographs taken at FOPP events and in the Park where you or a small group are the focal point. The following are not considered personal data** - where people are incidentally included in an image, or who are not the focus of the image. Images of people who are no longer alive.

Photographs taken purely for personal use. **Data privacy legislation exempts images taken for journalistic, literary, artistic or research purposes.**

INFORMATION USE

We may use and disclose Personal Information only for the following purposes

- **To promote use of our services eg events to you and people you know.** For example, we may send you an email about a FOPP event on the basis of information we have collected via category A or B above.
- **To update you on fundraising campaign or research related to the Park or FOPP**
- **To update you with informational content on Friends of Parkinson's Park CIC or the Park**
- **We use photographs we take at events for news and promotion of Friends of Parkinson's Park CIC, in FOPP literature eg leaflets, or FOPP digital media and in the press.**

We do not disclose Personal Information to third parties unless it is outlined in the above list of purposes eg we may send a photograph to the press to promote an event we have had.

You can stop receiving our emails by asking us at anytime to take you off our communication list. Or, if it is on our website, to unsubscribe from email updates. If you do not wish us to use photographs that contain you as an individual or as part of an identifiable small group eg family, where either are the focal point of the photographs, please ensure you notify **us before or during an event you attend.**

PUBLIC INFORMATION

We have a public Websites. Any information you include in a comment on our website may be read, collected, and used by anyone. If you have put Personal Information on our website and you want it removed, contact us as above. If we are unable to remove your information, we will tell you why.

We also maintain presences on social media platforms including Facebook, and Twitter. Any information, communications, or materials you submit to us via a social media platform is done at your own risk without any expectation of privacy. We cannot control the actions of other users of these platforms or the actions of the platforms themselves. Your interactions with those features and platforms are governed by the privacy policies of the companies that provide them.

Links to third-party websites. Our Website and social media include links to other websites, whose privacy practices may be different from ours. If you submit Personal Information to any of those sites, your information is governed by their privacy policies

SECURITY

We take reasonable and appropriate measures to protect Personal Information from loss, misuse and unauthorized access, disclosure, alteration and destruction, taking into account the risks involved in the processing and the nature of the Personal Information.

If a security breach causes an unauthorized intrusion that materially affects you or then we will notify you as soon as possible and later report the action we took in response.

ACCURACY AND RETENTION OF DATA

We do our best to keep your data accurate and up to date, to the extent that you provide us with the information we need to do so. If your data changes (for example, if you have a new email address), then you are responsible for notifying us of those changes. Upon request, we will provide you with information about whether we hold any of your Personal Information. We will retain your information for as long as your account is active or as long as needed to provide you with our Services. We may also retain and use your information in order to comply with our legal obligations, resolve disputes, and prevent abuse.

We will give you access to any Personal Information we hold about you within 30 days of any request for that information. You may request to access, correct, amend or delete information we hold about you. Unless it is prohibited by law, we will remove any Personal Information about you, from our data store at your request. There is no charge for an individual to access or update their Personal Information