

Friends of Northcliffe Privacy Notice

Who we are

Friends of Northcliffe is a membership organisation for those who are interested in, and support, the Northcliffe area in terms of conservation, events and heritage. We value our members' data, and keep it safe through the use of password protected sites and documents. We process your data on the basis of 'legitimate interest', which is that you expressed an interest in Northcliffe by becoming a member and/or volunteering. We'll only use your data to maintain membership and volunteering records, and keep you informed about things directly affecting Northcliffe. This privacy policy outlines what we do with your data in more detail, and follows guidance laid down by the [Information Commissioner's Office](http://ico.org.uk) (ico.org.uk).

Types of data we collect

Registration and Mailing

As part of the registration process for becoming a member of Friends of Northcliffe, we collect personal information. We use this to give you information that is specifically related to, or would have an impact on, Northcliffe. We will also use it to contact you if we need to obtain or provide additional information; to check our records are right and to check every now and then that you're happy and satisfied. We don't rent or trade email lists with other organisations and businesses. We use Gmail to deliver our newsletter. You can unsubscribe to mailings at any time by emailing friendsofnorthcliffe@gmail.com. Please be aware that by doing so, we will be unable to keep you informed about anything to do with Northcliffe, which is the main reason for having membership.

We use Gmail to deliver our newsletter. You can unsubscribe to mailings at any time by emailing friendsofnorthcliffe@gmail.com. Please be aware that by doing so, we will be unable to keep you informed about anything to do with Northcliffe, which is the main reason for having membership.

As part of the registration process for volunteering for Friends of Northcliffe activities, such as conservation, we collect personal information. This will consist of your name, address and email or phone, and will be collected at each activity. We use this information to keep volunteer records and inform you about activities. We will only contact you for reasons specifically related to the volunteering activity you have chosen to undertake. We will not use your details for any other purpose, and we don't rent or trade email lists with other organisations and businesses.

Third Parties

We may share anonymised personal information about membership and volunteering with other organisations when applying for funding, and with Bradford

District Metropolitan Council as the trustee of Northcliffe. Funders often want to know how many members and/or volunteers we have and where they live (catchment area rather than specific addresses). This will be in general terms, and will **not involve any sensitive and/or personally identifiable information**.

Website Cookies

We do not collect cookies for our purposes. Our website provider collects first party cookies. These are cookies that are set by the site itself and can only be read by the site. They are commonly used for the functionality purposes.

Analytics

When someone visits www.friendsofnorthcliffe.org.uk we use third party services, such as Google Analytics and our web hosting service, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our website.

Access to your personal information, and retention

You are entitled to view, amend, or delete the personal information that we hold. Email your request to our Chair Steve Bruzzese, using friendsofnorthcliffe@gmail.com

When you request cessation of your membership, we will delete all your information as soon as is practically possible (we are a voluntary organisation and do not pay anyone to carry out administration). If you fail to renew, we will delete all information that we hold on you within three months of your final notice.

For volunteer records, we will retain these until March of the year following the activity undertaken.

Changes to this Privacy Notice

This policy will be reviewed as a minimum every two years at the AGM, or sooner if circumstances dictate.

Created 14/5/18

Last Reviewed 21/2/22

Updated 24/3/22