



## **Friends of Birthwaite (FoB) - Privacy Policy**

**Approved:** 11<sup>th</sup> July 2026

**Version:** 1.0

**Review Date:** 11<sup>th</sup> January 2027

### **1. Introduction**

Friends of Birthwaite ("FoB") is committed to protecting the privacy and personal information of our residents, volunteers, members and supporters.

This Privacy Policy explains what information we collect, why we collect it, how we use it and how it is protected.

The Committee of Friends of Birthwaite acts as the Data Controller and is responsible for deciding how personal information is used.

### **2. What Information We Collect**

We may collect and process information including:

- Name
- Address
- Telephone number
- Email address
- Emergency contact details (where appropriate)
- Membership or volunteer information
- Event attendance records
- Survey and feedback responses
- Financial records relating to memberships or fundraising
- Any other information voluntarily provided to FoB.

We only collect information that is necessary for the running of the Association.

### **3. How We Use Your Information**

Your information may be used to:

- Administer Association membership.
- Contact you regarding meetings, events and activities.
- Organise volunteers.
- Process donations or fundraising activities.
- Produce anonymous statistics to help improve our activities.
- Meet our legal and financial obligations.

We process this information on the basis of our "legitimate interests" in running the Association and communicating with our neighbourhood, or to fulfil our "contractual" obligations to you as a member.

We will never sell your personal information to third parties.

### **4. Our Digital Partner**

FoB has appointed **Lakes IT Services** as its Digital Partner.

Lakes IT Services is responsible for:

Approved by the Friends of Birthwaite Committee on July 11, 2026.



- Managing FoB's digital systems.
- Securely storing electronic records on behalf of FoB.
- Maintaining appropriate cyber security measures.
- Managing backups of digital information where applicable.
- Providing technical support for FoB's digital services.
- Assisting FoB in protecting personal information against unauthorised access, loss or misuse.

Lakes IT Services processes personal information only on behalf of FoB and in accordance with FoB's instructions and applicable data protection legislation.

## **5. Keeping Your Information Secure**

FoB and Lakes IT Services take appropriate steps to protect personal information.

These measures may include:

- Password-protected systems.
- Secure cloud storage.
- Restricted access to authorised committee members only.
- Antivirus and cyber security protection.
- Regular software updates.
- Secure deletion of information when it is no longer required.

Committee members are expected to follow the FoB Committee Code of Conduct and maintain the confidentiality of any personal information they access.

## **6. Sharing Information**

We will only share personal information where:

- You have given your permission.
- It is necessary for the administration of FoB.
- We are legally required to do so.
- It is necessary to protect someone's safety.

We will never share personal information for marketing purposes without consent.

## **7. How Long We Keep Information**

Personal information will only be kept for as long as necessary for the purposes for which it was collected or to meet legal or financial requirements.

When information is no longer required, it will be securely destroyed or permanently deleted.

## **8. Your Rights**

You have the right to:

- Request a copy of the personal information we hold about you.
- Ask us to correct inaccurate information.
- Request that your information be deleted where appropriate.
- Withdraw consent where processing is based on consent.
- Raise concerns about how your information is being used.

## **9. Contact Us**

If you have any questions about this Privacy Policy or how your information is handled, please contact:



**Friends of Birthwaite Committee**  
**info@friendsofbirthwaite.co.uk**

For questions relating to FoB's digital systems or the security of electronic records, please contact:

**Lakes IT Services**

**info@lakesitservices.co.uk**

Digital Partner to Friends of Birthwaite

## **10. Policy Review**

This Privacy Policy will be reviewed annually, or sooner if required due to changes in legislation or the way FoB processes personal information.