

Friends of Upminster Windmill: Privacy Notice

1. The Friends of Upminster Windmill comply with the requirements of the General Data Protection Regulation.
2. We keep the minimum information necessary for the efficient and effective running of our business:
 - Our membership records comprise contact details (names, addresses, telephone numbers and email addresses) and records of subscriptions paid (payment method, payments made and gift aid declarations). This includes bank details for those who pay by standing order.
 - For those members who work as volunteers we also record gender, next of kin, the number of hours worked and the category of work undertaken.
3. The information is obtained directly from members and volunteers through their completion of an application form. It is retained for a period of six years after membership or voluntary employment ceases. We do not obtain information from third parties.
4. The lawful basis for obtaining the information is our legitimate interest to facilitate the efficient and effective running of our charitable organisation. We need the information to collect subscriptions and communicate with our members. The additional information for volunteers provides us with an emergency contact and enables us to plan, effect and report against our volunteer tasks.
5. We do not pass personal information to any external person or organisation.
6. All members (whether or not volunteers) have a right of access to the information that we hold about them and we have a duty to rectify any errors that are brought to our attention. Enquiries should be sent to chairman@upminsterwindmill.org or delivered to Upminster Windmill Visitor Centre, 89 St Marys Lane, Upminster, RM14 2QL.
7. Members also have the right to complain to the Information Commissioner's Office if they think there is a problem with the way we are handling their data.