## **Privacy and Data protection**

New provisions in force as from 25thMay 2018 require us to set out how we deal with information held on behalf of supporters and subscribers known as Friends of the Wood.

1. The only information which we will hold is contact details (name, address, telephone and e-mail) and details of donations and subscriptions paid.

2. We will not sell or share this information with any third party and it will be used only for sending out copies of our Newsletters, subscription reminders and occasional notices of functions and requests for assistance such as work parties.

3. We will not hold or use the information in any way for marketing or commercial purposes.

4. We will not analyse any information which we hold, nor will we seek from any source any additional information other than that which has been given by you directly to us. Any information which you have provided directly to us will clearly be with your consent for us to hold.

5. Since the data held has been provided by you, we would rely on you to provide details of any changes to contact information.

6. Our website does not include any cookies or other devices to record which individuals have accessed the site at any time.

7. You may withdraw your consent at any time but please bear in mind that this will be subject to our obligations to retain some information for up to six years from the end of the relevant financial year to enable us to deal with any queries from any statutory or regulatory authority including HMRC or the Charity Commission.

8. The relevant information will be held by the duly appointed officers of the Charity as recorded in our Newsletters and on our Website and any request for information or withdrawal of consent should be made to any one of them.