

Privacy statement - Friends of Queen Mary's Park

When you apply to be a member of the **Friends of Queen Mary's Park** we ask you for your full name, address and email address.

- We use this data solely to communicate with you.
- We do this primarily through email as it is the easiest way for us to contact a large number of people quickly.
- We would use your residential address if we don't hold an email address for you or if we have bounce-back from the email address.

This information can be supplied to us in three ways:

1. Our **ONLINE FORM** via a link on our Website – this is hosted by Google forms and is subject to Google's Privacy Policy <https://policies.google.com/privacy>
2. **PAPER FORMS** – collected and co-ordinated by the Hon. Secretary who also acts as Membership Secretary. Details are transferred to a digital file on the Secretary's phone and paper forms are then securely destroyed.
3. **IN PERSON** – occasionally we meet people in the park and take details using either paper or a digital notes tool, such as the Notes app on a smart phone. These details are transferred to the digital file on the Secretary's iPhone.

We will retain the member's data for the duration of their membership and for one year following the cessation of their membership. After that the person's data will be erased.

This data (email addresses) is held on our email platform, hosted by **names.co.uk**. This is subject to Google's Privacy Policy.

For members who have joined our Facebook group, please refer to Facebook's privacy policy.
<https://www.facebook.com/privacy/policy/>

- We **do not** share Members' personal data with anyone, unless that Member requests that we do so i.e. to communicate with or accept communication from someone outside the Friends' group.

If you have any queries about this Policy you can contact the Hon. Secretary of the Friends of Queen Mary's Park using the email address secretary@friendsofqueenmaryspark.org.uk

Owen Jones, February 2024