

FRIENDS OF CROFTON & SPARROW WOODS



Privacy Policy

This privacy policy explains how the Friends of Crofton and Sparrow Woods (FOCASW) uses the personal data we collect from you either personally or when you use any of our social media outlets.

What data do we collect?

FOCASW collects the following data:

- Personal identification information (name, address, email address, phone number, etc.),
- bank account details if you choose to pay by direct debit, and
- Photographs taken at events - everyone will always be told if photographs are to be taken and can refuse.

How do we collect your data?

FOCASW collects data and processes data when you:

- register online or in person or place an order for any of our products or services,
- voluntarily complete a customer survey or provide feedback on any of our message boards or via email,
- use or view our website via your browser's cookies, and
- Contact us by email or letter.

FOCASW may also receive your data indirectly from the following sources:

- Bromley Friends Forum,
- London Borough of Bromley and its contractors,
- other Friends Groups, and
- Local charities and businesses.

How will we use your data?

FOCASW collects your data so that we can:

- email or write to you with Friends Group Newsletters, updates and technical information,
- process any request for information or equipment that you may send us,
- respond to any feedback received, and
- Design and plan activities in accordance with FOCASW's constitution.

FOCASW will never share your data with any third party company. It may, with your agreement, share information with Bromley Council and its approved parks management contractors.

How do we store your data?

FOCASW securely stores your data in a secure electronic folder held by a Committee Member, or in a secure location of the Committee member.

FOCASW will keep the personal data that you have given, and any photos that you have given permission to be taken, indefinitely or until such time as you request we delete it.

What are your data protection rights?

FOCASW would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request copies of your personal data from FOCASW.

The right to rectification – You have the right to request that FOCASW corrects any of your information you believe is inaccurate. You also have the right to request that FOCASW amends any of your information that you believe is incomplete.

The right to erasure – You have the right to request that FOCASW erases your personal data, under certain conditions.

The right to restrict processing – You have the right to request that FOCASW restricts the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to FOCASW processing your personal data, under certain conditions.

The right to data portability – You have the right to request that FOCASW transfers the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request in writing, FOCASW has 14 days to respond to you. If you would like to exercise any of these rights, please contact us at friendscroftonandsparrowwoods@gmail.com, or write to us at: FOCASW, 6A Ember Close, Petts Wood, Orpington, Kent BR5 1AP

Privacy policies of other websites

FOCASW website may contain links to other websites. This privacy policy applies only to FOCASW's website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

FOCASW keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 15th January 2021.

How to contact us

If you have any questions about FOCASW's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us (contact details above)