



FOLK DATA POLICY

1. FOLK needs to hold information on its members for administrative purposes such as: circulating Newsletters, sending out information regarding the AGM and other meetings and managing activities such as Work Parties. If members wish, then these contact details can also be used for purposes such as informing members of issues relating to Leckhampton Hill and Charlton Kings Common and of other matters that might be of interest to members.
2. Members' names, contact details and membership status are held in paper and electronic formats by the Membership Secretary.
3. Updated copies of this information are passed to the Chair and the Secretary at regular intervals, normally every six months, using a secure means of transfer.
4. From time to time selected information may be given to individual members of the FOLK Executive Committee, such as the Treasurer, Newsletter Editor or Work Party Coordinator, for specified purposes.
5. The Executive Committee, having taken advice, is of the view that FOLK qualifies for exemption from the need to register with the Information Commissioner's Office as an organisation holding personal information.
6. Despite not needing to register, the FOLK Executive Committee is committed to following the eight principles of data protection laid down in the Data Protection Act of 2009, which are listed below.
 - a. Using data fairly and lawfully
 - b. Using data only for specified purposes
 - c. Collecting only data needed for those specified purposes
 - d. Ensuring data is accurate and up to date
 - e. Holding data for only as long as is necessary
 - f. Accepting the rights of individuals concerned to privacy
 - g. Ensuring that data is securely held
 - h. Ensuring that data is not sent to unsecure locations outside EU
7. The FOLK Executive Committee undertakes that the personal information of any member will only be passed to any other organisation with the permission of that member.
8. Members and those applying for membership will be asked to agree to their personal data being used for the following purposes.
 - a. General administration of FOLK.
 - b. The sending to members of Newsletters and information relating to the AGM.
 - c. Sending members information on issues affecting Leckhampton Hill and Charlton Kings Common.

- d. Informing members of FOLK activities such as Work Parties or organised walks.
 - e. Seeking the help of members with FOLK activities.
 - f. Carrying out surveys of views and opinions of members on issues relating to Charlton Kings Common and Leckhampton Hill and to FOLK.
 - g. Circulating information on meetings and events likely to be of interest to members.
9. Any e-mails sent by FOLK to members will be sent in a format that protects the privacy of the member and does not reveal their contact details to others.
10. Members will be free to reject any of the services listed in 8.
11. Members and those applying for membership will be told that they can view this data policy on FOLK's website (www.leckhamptonhill.org.uk) or obtain a copy from either the Secretary or the Membership Secretary.