Malvern Community Forest

Data Privacy Policy

Version 1.01

26th March 2019

Malvern Community Forest (MCF) takes the privacy of personal data seriously.

We keep the following personal data:

Membership:

We keep the following information on the membership list, if provided: name, address, email, telephone and mobile number. The list also includes information relating to membership administration, such as expiry date and method of payment. If you cease to be a member your details will be removed.

The Membership list is held by the Membership Secretary and is used for membership administration and meeting the requirements of our Constitution. Membership administration includes but is not limited to subscription reminders, and notices of Ordinary and Extra-ordinary meetings. Our Constitution includes "The Trustees must keep a register of names and addresses of the members which must be made available to any member upon request.". Other than that requirement we will not share this information with any other third party.

Mailing List:

We run an email list for our, normally monthly, email with details of Malvern Community Forest's News and upcoming volunteering activities and events. We use MailChimp for this. We only store your email address on MailChimp. Other than storing it on MailChimp we do not share this email with any other third party. We do not automatically remove emails from this list, but you can have your email removed at any time.

Gift Aid:

If you fill out a Gift Aid form, we will keep the information on it including your name and address. We are required to keep this information for six years after we claim Gift Aid and we will give this information to HMRC when we claim Gift Aid. We can claim Gift Aid up to four years after your donation.

Project lists:

Individual projects may keep contact lists for their projects. The following projects keep the following information:

> ***Abundance:***
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> Abundance keep names, phone number and emails. For sites where we pick, we also keep address information. This data is not shared with any third party. We will remove any data on request.

Link station:

This railway station project keeps the names, email, phone numbers, address and photos for ID. This data is shared with West Midlands Trains in order to administer the Station Adoption Scheme.

Social media:

MCF uses social media, in particular Facebook, to communicate with its members and the public. MCF will not put personal data on social media without explicit permission. If anybody puts their own or others personal data on social media, for instance in our Facebook group, then it is the Social media company's privacy policy that applies not MCF's

Sensitive personal data:

For some volunteers we may need to keep sensitive medical data. If we do this each case is treated on an individual basis and all sharing, including within Malvern Community Forest, will be agreed with the individual concerned.