

## **POLICY 012**

Adopted on 24<sup>th</sup> September 2021, review date September 2024

### **PRIVACY POLICY**

#### **Our contact details**

Name: Peak and Northern Footpaths Society

Address: Taylor House,  
23 Turncroft Lane,  
Offerton,  
Stockport  
SK1 4AB

Phone: **0161 480 3565**

Email: [mail@pnfs.org.uk](mailto:mail@pnfs.org.uk)

#### **The type of personal information we collect**

We currently collect and hold the following information about our members:

- Their name, address, telephone number, email address and the date on which they joined the society. They may have also supplied us with their birth year and the reasons why they joined the society. If they pay their subscription by Direct Debit or claim expenses from the society we also have their bank account name, bank address, account number and sort code.

If a non-member makes a donation to the society or purchases membership for a new member the society collects and holds some or all of the above information.

#### **How we get the personal information and why we have it**

Most of the personal information the society processes is provided to us directly by our members for one of the following reasons:

- To enable us to inform them of the work that the society is carrying out and the issues that it would like them to support
- To send them the society's publications, Signpost, Waymark and Annual Report, either by post or email.
- To invite them to the society's member's meetings, these are our AGM and Half Yearly meeting.

- To invite them to any Extraordinary General meetings as and when they are called.
- To set up a Direct Debit to pay their annual subscription and/or donations to the society.
- To enable the payment of expenses incurred during volunteering.

If they Gift Aid their subscription and/or donations we are obliged to provide the HMRC with their name and address.

If they are one of the society's Footpath Inspectors their name, email address and parishes that they cover are displayed on the password protected Volunteers Area of the society's website [www.pnfs.org.uk](http://www.pnfs.org.uk). Access to the Volunteers Area is restricted to volunteers, who themselves must be members of the society.

When a member offers to volunteer, their contact details, i.e. address, email address and phone number may be shared with other volunteers.

We do not share their information with any organisations or individuals other than those named above.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**(a) Their consent. They can remove their consent at any time. They can do this by contacting the Membership Secretary at the address at the head of this policy or by email to [membership@pnfs.org.uk](mailto:membership@pnfs.org.uk). The Membership Secretary will confirm that their consent has been withdrawn and that the relevant information has been removed from the society's records and destroyed.**

**(b) The society has a contractual obligation, i.e. it needs a member's name, address and email address so that they can be informed about the work of the society.**

**(c) When the society needs to perform a public task, i.e. to carry out the charity's work.**

## How we store a member's personal information

Their personal information is stored securely on the society's computer system and on the Membership Secretary's computer. The computer system and the Membership Secretary's computer are held in locked locations and are password protected. The database holding their personal information is also password protected.

If a member is a Footpath Inspector, their membership details and parishes which they cover are also held on the society's websites, [www.pnfs.org.uk](http://www.pnfs.org.uk) and [www.pnfsi.org.uk](http://www.pnfsi.org.uk). The databases on both these websites are password protected at two levels.

## Retention of personal information

If a member does not renew their membership the society will not retain their personal details after their membership has ended. Usually this will be 24 months after they last paid their membership subscription. This period of grace is to enable late payers to renew their membership beyond the date on which their subscription was due.

Information that HMRC requires for Gift Aid purposes will be retained for 6 years.

Purchase and invoice information will be retained for as long as HMRC requires.

Personal information will be destroyed in line with our Record Retention Policy.

## A member's data protection rights

Under data protection law, a member has the following rights:

**The right of access** – A member has the right to ask the society for copies of their personal information.

**The right to rectification** – A member has the right to ask the society to rectify their personal information if it is inaccurate. They also have the right to ask the society to complete information they think is incomplete.

**The right to erasure** – A member has the right to ask the society to erase their personal information.

**The right to restriction of processing** – A member has the right to ask the society to restrict the processing of their personal information in certain circumstances, e.g. not to email them or to display their email address in the Volunteers Area of [www.pnfs.org.uk](http://www.pnfs.org.uk) if they are a Footpath Inspector.

A member is not required to pay any charge for exercising their rights. If a member makes a request relating to their personal information, the society has one month to respond to them.

Members should contact the society either at the address at the head of this policy or by email to [membership@pnfs.org.uk](mailto:membership@pnfs.org.uk) if they wish to make a request or enquiry relating to their personal information.



## How to complain

If a member has any concerns about the society's use of their personal information, they can make a complaint to the society using either the contact details at the head of this policy or by email to [membership@pnfs.org.uk](mailto:membership@pnfs.org.uk).

A member can also complain to the Information Commissioner's Office if they are unhappy with how the society has used their personal information.

The ICO's address is:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>