

# **Highbury Park Friends**

## **Privacy Policy**

Highbury Park Friends collects and holds personal data in order to communicate with our members via bulletins and emails and to administer our membership subscriptions. In joining HPF you are consenting to this information being held. Each time you renew your membership you will be asked to confirm that your personal details are up to date and accurate.

The data we hold on members is

Name

Address

Telephone number

Email address

We do not share this information with any other organisation or allow it to be used for any other purpose, unless you have opted for electronic mailings in which case your data is stored on our Mailchimp mailing list. Mailchimp has its own security policy, which you can view on their website. If you wish to remove yourself from Mailchimp mailings you can do so at any time. If you would like to be removed from HPF mailings please contact us via our website or York Supplies and we will remove any data we hold on you.

Any data we hold is held securely in electronic form on the computer of the membership secretary that is password protected, and also in a card index for back up.

If you decide to leave Highbury Park Friends or have not paid your subscription for 12 months, your contact details will be deleted from our records and paper records destroyed.

This policy is subject to review periodically.

November 2018