

## **FONC DATA PROTECTION AND PRIVACY POLICY**

The following is a summary of how FONC cares for members' personal data.

1) Introduction - This policy explains how we use your personal data. We ask you to choose how we contact you.

2) About us - FONC is the 'Friends of Nunhead Cemetery', registered charity number 296413. We are based and store our data within the United Kingdom.

3) Information we collect - We collect your personal details provided when you join FONC as a member, purchase FONC merchandise online or otherwise provide your details to us. This may include name, address, date and method of payment and whether donations are gift-aided. We hold details if you help us by volunteering for FONC.

4) Use of your information - We use your information for the purpose it was collected for.

5) Sharing data - We do not sell your personal data. We share your details when necessary to send members their copy of FONC News and also for the purpose of reclaiming tax.

6) How we protect data - Electronic data and databases are stored on secure computer systems. We control who has access to information. We review what we hold and delete what is no longer required. If you use PayPal to donate or purchase online your payment details are held securely by PayPal. We cannot guarantee the security of your own personal device or the internet. Any online communications provided by email or FONC's website are at the user's own risk. Our website uses some unobtrusive cookies to store information on your computer, some of which are essential to make the site work and some allow us to gather anonymous analytical data. Where our website contains links to other websites we are not responsible for the content of those external websites or for any data that you give to them.

7) How we contact you - You can decide not to receive communications or change how we contact you at any time. If you do not wish us to store any of your data we will not be able to communicate with you thereafter: email [membership@fonc.org.uk](mailto:membership@fonc.org.uk) or write to FONC Membership c/o 31 Normanby Road LONDON NW10 1BU.

8) Your control of your data - Any questions in relation to this policy: email [fonc@btconnect.com](mailto:fonc@btconnect.com) or write to FONC Data Protection c/o 33 Chalsey Road LONDON SE4 1YN.