



FRIENDS OF MASTER PARK

PO Box 164

Oxted

Surrey RH8 9WE

telephone: 07908 014525

e-mail: hello@masterparkoxted.org

website : www.yourmasterpark.co.uk

Registered Charity Number 200846

Dear Friend of Master Park,

Data Protection

In order to comply with the General Data Protection Regulations, which come into force on 25th May 2018 (see <https://www.eugdpr.org>) Master Park **is required to seek your consent** to hold personal contact details pertinent to the effective running of the Friends of Master Park.

We ensure that personal information in our care is handled sensitively and confidentially in accordance with legal requirements set out by the Information Commissioner's Office. We are also required by financial and charitable authorities to keep details in respect of payments. Any personal information collected will be used solely for the purpose of administering the Friends of the Park. Further information is in the attached privacy notice. No personal details, in whatever format, are shared with any other person or organisation.

Due to the high cost of postage Master Park mainly communicates with Friends using email.

Please can you confirm that you are happy for us to hold your information.

1. To indicate acceptance that Master Park may hold your personal contact details (name, address, contact numbers, bank details for covenants and email address) on computer and/or hard copy please put an **X** here []
2. To indicate acceptance that Master Park may communicate with you by post and email please put an **X** here []

Name: _____

Signature: _____

Date: _____

With kind regards,
Yours sincerely,

Master Park Management Committee



MASTER PARK MANAGEMENT COMMITTEE

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Oxted

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Privacy Notice

Your data we hold

1. Name
2. Email
3. Home address (optional)
4. Telephone number (optional)
5. Bank details in relation to donations to the Park
6. Amount you have donated

You have the right to opt-out or request that we amend, update or delete any of the personal information that we hold.

(We may request that you provide identification to enable us to comply with your request).

Master Park operates as follows:

1. We may contact you to inform you of Master Park matters
2. We may contact you to inform you of Master Park events
3. We may contact you to inform you of Master Park Annual General Meetings
4. We may contact you to inform you of Master Park appeals
5. We only hold your information for Master Park administration and do not share it with third parties for any other reason.
6. We will NOT sell your details to third parties

We respect the privacy of all Friends of the Park. Master Park is fully compliant with the UK Data Protection legislation and the Human Rights Act 1998 in the collection and processing of personal information.

In being a Friend of Master Park, you consent to the use of personal information as set out in this notice. Any personal information collected will be used solely for the purpose of administering the Friends of the Park. If you choose to leave the Friends of the Park we will remove your data from our contact lists but we will need, for legal reasons, to hold details of your payments for 7 years, after which the details will be deleted. Master Park's Treasurer, Friends' Secretary and Events' Secretary have access to personal information and are obliged to respect the confidentiality of the personal information in their care. If you have any questions relating to this notice or your personal data then please contact our data controller, the Chairman of Master Park.