

## Oxford Fieldpaths Society Privacy Notice

Oxford Fieldpaths Society is a charity which protects and improves the rights of way throughout Oxfordshire. The Society also organises a programme of social events for members. This privacy notice explains how we use any personal information we collect about you.

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### What information we collect about you

We collect information from you to maintain your membership, to contact you about any social events you elect to attend and to reclaim money from HMRC if you chose to Gift Aid your membership fee.

### How will we use the information about you

We will use the information you provide to contact you when necessary to maintain your membership. This will include sending you the annual report, walks programme and newsletter. We may also contact you to remind you your membership fee is due and/or to check you wish to continue as a member.

If you consent to us using Gift Aid to increase your membership fee by claiming back tax from HMRC, then we will also use your details to submit the necessary paperwork to HMRC. You can withdraw consent for this use of your data at any time.

If you decide to go on a social event, your details will be used to send you information about the event. You can withdraw consent for this use at any time but you will be unable to attend the social event.

### Marketing

We do not use your information for marketing.

### Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information please contact us - see 'How to contact us'.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

### Changes to our privacy policy

We keep our privacy policy under regular review. This policy was last updated on 4<sup>th</sup> December 2018.

### How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

- By email to [privacy@ofs.org.uk](mailto:privacy@ofs.org.uk)
- Write to us at Beaulieu Court Farmhouse, Sunningwell, Abingdon, Oxfordshire, OX13 6RB

## Data Controller and Data Protection Officer

The Data Controller and Data Protection Officer is Adam Willett

### Data processing

Your data is processed as follows:

Data	Use	Basis of Collection	Held for:
Member's name, current address, email address, phone number	Providing materials required for membership of the Society	For performance of a contract/ Legal requirement/Legitimate Interests	One year after end of membership
Member's full name, current address, email address, phone number	Claiming Gift Aid from HMRC	Consent of the member/Legitimate Interests	Until the member withdraws consent
Member's full name, current address, email address, phone number	Organising social events	Consent of the member	Until the event is complete or the member withdraws consent
Member's full name	Keeping accounts	Legitimate Interests	Seven years after the membership year or social event

Data is collected by email or paper based form direct from the subject. Data is stored on computer and on file cards.

Your data on computer will be held in password protected files on the computer. Paper files are kept in a locked filing system.

### Complaints

If you wish to complain about our use of your personal data you should initially raise the issues with us. If you do not find our response satisfactory, you may complain to the UK Information Commissioner's Office (ICO) at <https://ico.org.uk/>.