

The Friends of Itter Park Privacy Policy

March 2023

1. Contact Details

1. The contact for all General Data Protection Regulation (GDPR) and privacy matters is:-
The Secretary, The Friends of Itter Park, c/o 144 Paston Lane, Walton , PE4 6EU Email Itterparksecretary@gmail.com.
2. All matters relating to privacy and GDPR must be put in writing.

2. Members and Mailing List Details

1. The Secretary and Officers will hold data regarding membership, and contact details of interested parties. These are held on our email service partner, Google's servers (gmail) as address lists.
2. Any person no longer wishing to be a member of the group or on the mailing list should contact the Secretary at the address detailed in section 1.
3. The details of any member who has been involved in implementing contractual matters for The Friends of Itter Park will be held for 5 years, this is to assist in any possible future disputes between The Friends of Itter Park and suppliers should they arise. However during this time, the individual will not be a member of the group and will have no voting rights.
4. Any member, volunteer or interested party who does not fall criterial in Clause 2.3 will be removed immediately upon a request to do so.

3. Website User Data

1. We will hold website subscriber information connected with our website. This is stored on our website which is managed by our website service partner IONOS. Officers and appointed committee members will have access to the name and email addresses of those who chose to subscribe to our web service. However, they will not see the passwords as these are held on the IONOS wordpress server. The Secretary will keep a list of committee members who are authorised to access the website information.

4. Website Cookies

1. Our website requires certain essential cookies to be accepted in order to use our web site. This is to allow the site to function correctly.
2. Non-essential cookies require an opt in acknowledgment. This is via a form when the user first connects to our web site. The user may review these permissions at any time including the right to opt out of using non-essential cookies.
3. We use a third-party supplier Cookiebot for monitoring cookie user preferences on our website both essential ones and opt in. Their privacy policy can be found here [Privacy Policy \(cookiebot.com\)](https://www.cookiebot.com/privacy-policy/)

5. Stall Holders and Contractors

1. Data is held to enable us to effectively run our events, we need to hold details of stall holders, contractors, and other suppliers.

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2. We may use stall holder data to inform you of new Friends of Itter Park events and other stall opportunities that we feel are relevant. We will not share your data with any other event organiser without your permission.
3. Stall holder and contractor details may need to be shared with Peterborough City Council and its appointed agents to enable them to give us permission to run the event. These details may include, but are not limited to, contact details and insurance providers.
4. In the event of any complaint with regards to a stall holder or contractor that is received by The Friends of Itter Park, we will, with your permission pass on your contact details to them.
5. In the event of an incident, complaint, accident or other investigation, it may be necessary to share your data with our insurers or other investigating bodies in order to assist any investigation. If this is necessary we will inform you.
6. We will hold your stall holder's contact for 4 years from the date of the last event you attended, if we have not heard from you after this time we will erase your contact details from our records.
7. A stallholder may ask for their stall holder contact data be removed from mailing lists at any time by contacting the secretary as detailed in section 1, We will hold the data for 30 days from the date of receipt of the request, in case of any incident or complaint. We will not remove your data from our records if there is any ongoing incident or complaint where The Friends may have to give evidence. We will retain history of attendance at Friends of Itter Park events, BACS payments etc as these form part of the Friends of Itter Park records.

6. Subject Access Requests (SAR)

1. You may request to see the information that we hold on you. Such requests must be made in writing to the secretary at the address detailed in section 1. We will aim to reply to your request within 28 days. We may request further information or ID to confirm that you are entitled to see the data.

7. GDPR Related Complaints

1. Complaints in the first instance should be made to the Secretary, Friends of Itter Park. The complaints will be dealt with by the officers of The Friends of Itter Park. We will reply to your complaint within 28 days. This period can be extended by mutual agreement.
2. If you are not happy with our reply, you can request further clarification. If you are still unhappy you can make a complaint to the Information Commissioner's office by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.