

FONSA General Data Protection Regulation compliance policy

Dear FONSA member

You may be aware that the General Data Protection Regulation, is enforceable from 25th May 2018. This has implications for FONSA, namely that as an organisation that holds information about you we are obliged to explain :-

1. What data FONSA collects
2. Where and how it is stored
3. Who can view the information
4. Any arrangements for sharing information

We also need to provide you with a copy of this document on joining FONSA

This letter is intended to fulfil these responsibilities, so in the same order as above:-

1. FONSA holds a membership list which includes contact information as provided by you. The list includes your names, your address including postcode, your email address and your telephone number(s).
2. The information you have provided is stored in digital form on an encrypted drop box file. Paper copies are also held by members of the FONSA committee where necessary (see point 3 below)
3. The information held is available in electronic form to the Chair and Secretary of FONSA. A hard copy is available to Committee members when needed for specific purposes. Those purposes include organising plot inspections, organising and running competitions, raising FONSA funds, running FONSA social events.
4. FONSA only share the above information about you with the Newby and Scalby Parish council to confirm your rights to membership i.e. that you are a plot holder and therefore entitled to FONSA membership. FONSA does not share the information with any other organisation or individual.
5. If you wish to verify that information that FONSA hold about you a copy will be provided on request.
6. You have the right to correct any errors in information we hold and to be removed from the FONSA membership on leaving FONSA.

Please acknowledge receipt of this letter either by email, or by a letter given to any FONSA committee member, or by signing the acknowledgement slip provided at the annual general meeting.

If you have any questions about this letter please feel free to get in touch with any committee member.

Thank you

Mark Richards

FONSA Chair