

Friends of Sharphill Wood – Privacy Policy and Procedures

Approved March 2025

1 Introduction

This document specifies the way in which the Friends of Sharphill Wood (FoSW) handles personal data in accordance with the General Data Protection Regulation (GDPR). For the purposes of this document, the elected officers of FoSW are collectively referred to as “the committee”.

2 Overview

When a person asks to receive information about the FoSW, including work parties and other activities, FoSW asks that person to provide personal data (name and email address) so that FoSW can contact that person from time to time. By providing email address and consenting to its use in this way, a person becomes a member of FoSW. Hence FoSW holds a list of members and their email addresses. This list is held electronically and securely and is available for authorised officers (including the secretary and the work party coordinator) to contact the membership by email. Information from the list is used only for the purposes for which consent has been given and will not be passed on to others outside the committee. At any time a member can request to receive no further communications from the FoSW, in which case his/her personal data will be removed from the list.

When a member is elected as an officer, that person is required to make his/her email address available to other officers and permit it to be visible in any communications among officers, with other members or with partner organisations (including Rushcliffe Borough Council and Nottinghamshire Wildlife Trust) relating to the work of FoSW.

3 Consent

When a person applies to be a member of FoSW, the secretary shall ask that person to provide consent, by email, to receipt of emails on matters relating to the FoSW, including:

- announcements and reports of work parties;
- announcements of special events such as socials and walks;
- agendas and minutes of meetings;
- information relating to planning of work and maintenance of the 5-year management plan;
- information relating to wildlife surveys on site;
- information forwarded from Nottinghamshire Wildlife Trust and other conservation organisations relevant to the area (e.g., other Friends groups).

On receiving a consent email, the secretary shall keep that email for as long as the person remains a member. The secretary shall also add that person and his/her email address to the list of members.

If, after two requests, a person does not give consent, the secretary shall cease communicating with that person, shall discard that person's email address, and shall cease unsolicited communication with that person.

4 Storing member personal data

The secretary shall maintain in a secure manner a list of members who have given consent and who have not subsequently withdrawn consent, along with their email addresses, and shall make this list available to any other officers who have a need to contact the membership by email, including the work party coordinator and any deputy work party coordinators. Any officer with access to this list, shall take reasonable steps to maintain its security.

5 Using the member list

Any officer who uses the member list for contacting members shall do so only for purposes for which consent has been given. For example, it should not be used for soliciting funding, for advertising commercial products or for matters not related to the activities of FoSW or its partner organisations.

Officers shall not disclose email addresses of members outside the committee to other members outside the committee or to any external party, including partner organisations. In particular, an officer sending an email to members outside the committee shall ensure that addresses of members outside the committee are not disclosed to other recipients of the email.

Any email sent to members outside the committee shall contain text stating why the member is being sent the email and what the member needs to do to cease receiving emails (or other forms of communication) from FoSW.

If a member outside the committee voluntarily supplies other means of contact (e.g., phone number, postal address) to an officer, this shall be regarded as a personal matter between that member and that officer, and the officer shall treat this information accordingly and not disclose it to others.

6 Termination of membership

If a member requests no longer to be contacted by FoSW, or is expelled from FoSW, as soon as possible or within 28 days the secretary shall remove that member's information from the member list and ensure that other officers with access to the members' list use the revised list. In this way the member will cease receiving emails or other forms of contact from FoSW.

7 Work party registers

Work party participants are required to sign in on a paper register, supplying the following information:

- name;
- joining and leaving time (used only for compiling statistics, which do not identify individuals);
- emergency contact details, e.g., of a relative (for use only if the need arises during the work party);
- signature to acknowledge they have been offered use of the appropriate Personal Protection Equipment (PPE) for the jobs to be undertaken.

The last item means that the information needs to be kept for a period after the work party, in case of any delayed claims for injury or illness. For this reason, immediately after a work party the emergency contact details shall be erased from the register form, which shall then be scanned and then shredded. The scanned document file shall be kept on a secure file store accessible only by officers and deleted after a minimum of two years and a maximum of 3 years.

8 Accident reports

In the event of an accident during a work party, the work party leader is required to fill in an accident report form, containing amongst other things the names of those injured, the nature of the injuries and possibly other sensitive information. The paper copy shall be scanned and then shredded. The resulting electronic copy shall be forwarded to Rushcliffe Borough Council and shall also be kept in secure storage for a period of at least 3 years and no longer than 4 years.

9 Officers

Because much of the work of the committee is conducted by email, any member elected as officer must be prepared to share his/her email address with other members (whether or not they are officers), and must accept that his/her email address may be exposed in emails to partner organisations. The secretary shall maintain an up-to-date list of officers' email addresses and make this available to other officers.

Officers shall not disclose email addresses of other officers to anyone outside the membership, except for relevant contacts in partner organisations.

For some purposes officers need to communicate with other officers by phone or SMS text, generally where the need is fairly urgent, e.g., when working on site, or during the lead-up to a work party, meeting or other event. For such purposes an officer should be prepared to make his/her mobile phone number available to other officers. An officer who has been provided with another officer's mobile phone number shall use it only for matters relating to the work of FoSW and shall not disclose it to others.

When a person ceases to be an elected officer, that person shall cease to use any contact information provided to him/her in his/her capacity as officer.