

# APPENDIX E

## Sample Privacy Notice

This privacy notice will explain how [The Friends of XXX] uses the personal data we collect from you either personally or when you use any of our social media outlets.

### **What data do we collect?**

[The Friends of XXX] collects the following data:

- Personal identification information (Name, email address, phone number, etc.)
- [Add any other data your Friends Group collects].

### **How do we collect your data?**

[The Friends of XXX] collects data and processes data when you:

- Register online or place an order for any of our products or services
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email
- Use or view our website via your browser's cookies
- [Add any other ways your Friends Group collects data].

[The Friends of XXX] may also receive your data indirectly from the following sources:

- [Add any indirect source of data your Friends Group has].

### **How will we use your data?**

[The Friends of XXX] collects your data so that we can:

- Email you with Friends Group updates and technical information
- Process any request for information you may send us
- Respond to any feedback received
- [Add how else your Friends Group uses data].

[The Friends of XXX] will never share your data with any third party company. It may, with your agreement, share information with Bromley Council and its approved parks management contractors.

### **How do we store your data?**

[The Friends of XXX] securely stores your data at [enter the location and describe security precautions taken].

[The Friends of XXX] will keep your [enter type of data] indefinitely or until such time as you request we delete it.

### **What are your data protection rights?**

[The Friends of XXX] would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

*The right to access* – You have the right to request [The Friends of XXX] for copies of your personal data.

*The right to rectification* – You have the right to request that [The Friends of XXX] correct any information you believe is inaccurate. You also have the right to request [The Friends of XXX] to complete the information you believe is incomplete.

*The right to erasure* – You have the right to request that [The Friends of XXX] erase your personal data, under certain conditions.

*The right to restrict processing* – You have the right to request that [The Friends of XXX] restrict the processing of your personal data, under certain conditions.

*The right to object to processing* – You have the right to object to [The Friends of XXX] processing of your personal data, under certain conditions.

*The right to data portability* – You have the right to request that [The Friends of XXX] transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have 14 days to respond to you. If you would like to exercise any of these rights, please contact us shown below.

**Privacy notices of other websites**

[The Friends of XXX] website contains links to other websites. Our privacy notice applies only to our website, so if you click on a link to another website, you should read their privacy notice.

**Changes to our privacy notice**

[The Friends of XXX] keeps its privacy notice under regular review and places any updates on this web page. This privacy notice was last updated on [dd/mmm/yyyy].

**How to contact us**

If you have any questions about [The Friends of XXX's] privacy notice, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: .....

Call us at: .....

Or write to us: .....