**Friends of Vauxhall Park (FOVP) Privacy Policy**

1. **Your personal information**

FOVP takes the privacy of its members seriously. Your name and contact details are needed by FOVP under the terms of its constitution to:

a.Administer donations and membership subscriptions, including renewal reminders and reclaiming tax on “gift-aided” receipts.

b. Keep members up to date with news about Vauxhall Park and information about upcoming meetings and events.

This will entail sharing the information with some of the FOVP Trustees.

FOVP will not give or sell your information to any third parties.

**2. Accessing your personal information**

You have the right to ask FOVP for a copy of all the personal information held about you, and for it to be updated if incorrect. Please contact the Membership Secretary, 72 Fentiman Road, London SW8 1LA

**3. Retaining information**

If you resign from FOVP we will delete your information from our membership list immediately. If you have signed a gift aid declaration the FOVP Treasurer is required, by HMRC rules, to retain your name and address for a further two years after your most recent payment.

Otherwise, information will be held while your membership is current and for no more than two years since you last paid a subscription. During this time you will receive at least two renewal reminder notices.

**4. Complaints**

If you have a complaint about how we are using your information please contact the Membership Secretary in the first instance. If you are not satisfied you can take your complaint to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.