

FOPs as a charity collect, store and use personal data such mobile contact numbers, email addresses and computerised information to keep in touch with our members and distribute relevant news or information about forthcoming events.

We take our duty to protect your personal information and confidentiality very seriously and take all reasonable measures to ensure the confidentiality and security of personal data for which we are responsible.

How do we collect information about you?

We keep records about your contact details. These records help to ensure that you are kept informed about FOPs activities and relevant events or information. They may be written down in paper records or held on computer.

It is essential that your details are accurate and up to date. To enable us to do this please check that we have your correct personal details and inform us of any changes as soon as possible.

Who do we share personal information with?

Your details are only used by FOPs secretary and support group team. Everyone involved in FOPs as a trustee or FOPs support group team has a legal duty to keep information about you confidential.

We will not disclose your information to any other third parties.

How your personal information is used to improve the service we provide.

Your information may also be used to:

1. Contact you via email or
2. Telephone once you have signed to say you agree for us to do this.

How you can access your records?

The Data Protection Act 1988/The EU General Data Protection Regulations give you the right to access the information we hold about you on our records. Requests must be made in writing to FOPs. We will provide information to you within one month of receipt:

A completed application form, containing adequate supporting information (such as your full name, address, date of birth etc.)

FOPS must be able to verify your identity using “reasonable means”. Please send all requests to the below address along with an indication of what information you are requesting to enable us to locate it in an efficient manner.

This can be extended by a further two months where the request is complex or where there are numerous requests. If this is the case, we will contact you within one month of the receipt of the request and explain why the extension is necessary.

Data Controller	Notification
<p>The Data Controller responsible for keeping your information confidential is:</p> <p>Mr R Arthy FOPs Chairman The Lodge Dog Kennel Lane Chorleywood WD3 5EL T: 01923 284424 E: bobarthy@hotmail.co</p>	<p>The Data Protection Act 1989 requires organisation to lodge a notification with the Information Commissioner to describe the purposes for which they process personal information. These details are publicly available from:</p> <p>Information Commissioner’s Office Wycliffe House Water Lane Wilmslow SK9 5AF Website: www.ico.gov.uk Tele: 08456 306060</p>

FOPs have appointed a Data Protection Officer (DPO). The role of the DPO is to monitor compliance with the GDPR, train staff and conduct internal audits and to be the first point of contact for supervisory authorities and for individuals whose data is processed.

Should you wish to contact the DPO please email: victorialmuir@hotmail.com T: 07510916900

I have read and understood how my personal data may be used and agree to this purpose.

Please Sign:

Date:

