

# Friends of Golowan

## Privacy Notice

The information which you provide on application forms, annual renewal forms and any other forms which we may from time to time ask you to complete, is used as follows:

- To maintain a Friends of Golowan Electronic Database to enable us to communicate with you by post, email or telephone and to record receipt of your membership subscriptions.

It may also be used for in-house fundraising purposes.

- The Friends of Golowan Database is only available to designated officials and administrators of Friends of Golowan for the purposes described above.

- The information on members of the Friends, both on paper and electronically, will be retained for as long as membership continues. Most information held, either on paper or electronically, on members who leave will be deleted or destroyed four years after membership lapses.

15<sup>th</sup> June 2018