

Friends of Upminster Windmill: Privacy Notice

1. The Friends of Upminster Windmill comply with the requirements of the General Data Protection Regulation.
2. We keep the minimum information necessary for the efficient and effective running of our business.

Category	Data	Reason	Handling and storage
Membership Records	Contact details (names, addresses, telephone numbers and email addresses) and records of subscriptions paid (payment method, payments made and gift aid declarations). This includes bank details for those who pay by standing order.	To manage the membership of our organisation, including collecting subscriptions, and to provide information to members.	The information is obtained directly from members through their completion of an application form. It is retained for a period of six years after membership ceases.
Volunteer records	For those members who work as volunteers we also record gender, next of kin, the number of hours worked and the category of work undertaken.	The additional information for volunteers provides us with an emergency contact and enables us to plan, effect and report against our volunteer tasks.	The information is obtained through the completion of an application form and through the volunteers recording their hours on forms provided. The records are transferred to a database from which statistical summaries are drawn for external reporting. The reports do not identify individuals. The records are retained for six years.
Friends of Upminster Windmill website (upminsterwindmill.org)	Website usage data	To track overall trends in the usage of the Friends of Upminster Windmill's website for capacity planning and demonstrating the delivery of our charitable purposes.	We use a third-party tool (Plausible Analytics) to track trends in the usage of the Friends of Upminster Windmill's website. Plausible Analytics collects only aggregated information, which does not allow us to identify any visitor to our website. Our website provider, squarespace.com, also collects data as described in their privacy notice [https://www.squarespace.com/privacy/]. We have opted out of their tracking features. Neither provider uses analytics or tracking cookies, although squarespace.com may use essential session cookies in order for all features of the website to work.
Friends of Upminster Windmill website (upminsterwindmill.org)	Personal data from enquiries	To respond appropriately to enquiries	Personal information you provide into forms in the website may be stored by us and our website provider, squarespace.com, and

			used only for the purposes of responding to your enquiry.
Operation of the Smartmolen digital monitoring service - Personal data	The names, telephone numbers and email addresses of named contacts for the mills being monitored.	To alert named contacts of windmills being monitored to potential weather risks or fault conditions.	The data is provided to us through separate correspondence mechanisms (eg email) and keyed directly into our database using a privately managed mechanism. There is no means of access to the data for anyone other than ourselves.
Operation of the Smartmolen digital monitoring service - technical data	Technical data from sensors installed at sites being monitored.	To support the maintenance of heritage assets and to support educational and community engagement activities in line with our charitable objectives.	This data is stored in our database and made publicly available on the smartmolen.com website in both its raw form and as the basis for analysis and data visualisation.
Operation of the Smartmolen digital monitoring service - Website data	Website usage data	To track overall trends in the usage of the smartmolen.com website for capacity planning and demonstrating the delivery of our charitable purposes.	We use a third-party tool (Plausible Analytics) to track trends in the usage of the smartmolen.com website. Plausible Analytics collects only aggregated information, which does not allow us to identify any visitor to our website.

3. The lawful basis for obtaining the information is our legitimate interest to facilitate the efficient and effective running of our charitable organisation.
4. The Friends of Upminster Windmill do not:
 - Pass personal information to any external person or organisation.
 - Deploy user authentication mechanisms, or use cookies, on either the smartmolen.com or the upminsterwindmill.org websites though, as explained above, the provider of the upminsterwindmill.org website may use essential session cookies to ensure all features of the website can work.
5. Any live feeds from CCTV systems or webcams shown on the smartmolen.com website are provided directly from the feed owner to the viewer's browser via an iFrame. Neither Smartmolen.com nor any person connected with either smartmolen.com or the Friends of Upminster Windmill have access to the data.
6. All members, volunteers and contacts or other officers of the organisations associated with the mills monitored via smartmolen.com have a right of access to the information that we hold about them, and we have a duty to rectify any errors that are brought to our attention. Enquiries should be sent to chairman@upminsterwindmill.org or delivered to Upminster Windmill Visitor Centre, 89 St Marys Lane, Upminster, RM14 2QL.
7. The same people also have the right to complain to the Information Commissioner's Office if they think there is a problem with the way we are handling their data.