



The Friends of St Alban's Church Building, Tattenhall

PRIVACY STATEMENT

Introduction

The General Data Protection Regulation (GDPR) came into force on 25 May 2018 and replaced the 1998 Data Protection Act. This regulation requires us to provide the information given in this Privacy Statement. This provides information about how we use your data, how you can control the way in which we use that data, and what actions you can take if you would like to change the way in which your data is being used.

How we gather information

Data is entered into our database when a member completes a membership application form. As part of an application to join *The Friends of St Alban's Church Building, Tattenhall* the following information is requested:

- Name
- Address
- Telephone number
- Email address
- Bank account details (for those paying by standing order)

The data may also be updated as a result of a request made by a member by mail, email or telephone. Bank account details are only collected and held if a member asks for his or her subscription to be collected by standing order that they ask us to arrange.

We will only use the information that you give us and will not gain information from other sources.

What we do with your data

The personal details held about you will be used only by *The Friends of St Alban's Church Building, Tattenhall* to:

- contact you
- advise you of news relating to *The Friends of St Alban's Church Building, Tattenhall* including fundraising initiatives and, where appropriate, news and information about St Alban's Church
- provide members with copies of newsletters, trustees' annual reports etc
- promote membership, and
- where necessary, to remind members when their membership renewal falls due

Protecting your data

Data is kept secure on our database with appropriate security measures in place. The Chairman, Treasurer and Secretary of the trustees have access to the database for the purpose of keeping members' information up to date, renewals of subscriptions and overall governance of *The Friends*.

The information relating to standing orders is completed by the member on application to join *The Friends*. The standing order form is then posted to the relevant bank.

The Friends of St Alban's Church Building, Tattenhall will not share bank account or other financial data with any other third parties except when required to do so by law e.g. if you Gift Aid your subscriptions, then we may be required to tell HMRC the name and post code of the donor and the date and amount of the subscription.

In order to save considerable sums in postage, some deliveries from *The Friends* are made by some of our members who volunteer to deliver to a few addresses near where they live. Consequently the member who is responsible for deliveries to you will be made aware of your address.

How long do we keep your data

We will keep your data while you are a member and until such time that we do not believe that your membership is likely to be renewed. We only keep the information for as long as we need it to provide you with the benefits of membership. For members who notify *The Friends* that they wish to resign from *The Friends of St Alban's Church Building, Tattenhall* their information is deleted at the end of the relevant membership year or earlier on request. For members who do not pay their membership subscriptions their details will be deleted 3 months after their subscription was due.

Information collected for the HMRC Gift Aid Declaration is kept in electronic format on our database and stored for the period of time required by the HMRC.

Our Responsibilities

The law requires us to tell you the legal basis upon which we process your data.

The law allows us to process your data if it is in our legitimate interest to do so. We may only do so if we can demonstrate a business need, and so long as your 'interests or your fundamental rights and freedoms are not over ridden'. Practically speaking this means that we carry out an exercise to check that we will not cause you harm by processing your data, that the processing is not overly intrusive and that we will only do so in a way which is described in the Privacy Statement.

Your Rights

You have a variety of rights about the way we process your data. These are as follows:

- Where we rely on our legitimate interest to process data, you may ask us to stop doing so.
- You may request a copy of the data that we hold about you.
- You may ask us to cease sending you information by post or email.
- You may change or stop the way in which we communicate with you or process data about you, and if it is not required for the purpose you provided it, then we will do so.
- If you are not satisfied with the way we have processed your data, then you can complain to the Office of the Information Commissioner.

Breach Protocol

The Friends of St Alban's Church Building, Tattenhall takes the privacy and security of personal information very seriously. We undertake reasonable measures and responsibilities to secure personal data.

In the instance of a loss of data occurring, it should be reported immediately to the Chair of the trustees. A risk assessment will be carried out, those affected will be informed and the Information Commissioner's Office will be contacted. The incident will be recorded at the next trustees meeting and any necessary changes to Data Protection Procedures will be implemented.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Contacting Us

If you have any questions about this privacy statement, about the way in which we process your data, or if you wish to change the way we use your data, including how we communicate with you, then please contact:

Rob Selby

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