

# Data Privacy Notice for the Friends of All Saints Marlow

## 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the Data Controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

## 2. Who are we?

The Friends of All Saints Marlow is the Data Controller (contact details below). This means it decides how your personal data is processed and for what purposes.

## 3. How do we process your personal data?

The Friends of All Saints Marlow complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure; and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our volunteers (and employees, if applicable);
- To maintain our own accounts and records (including the processing of Gift Aid applications);
- To inform you of news, events, activities and meetings organised by, or for the benefit of, the charity.

## 4. What is the legal basis for processing your personal data?

- Explicit consent of the Data Subject (you) so that we can keep you informed about news, events, activities and meetings, and process your Gift Aid donations;
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: a) the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes), and b) there is no disclosure to a third party without consent.

## 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the charity in order to carry out a service to other members or for purposes connected with the charity. We will not share your data with third parties.

## 6. How long do we keep your personal data?

We keep Gift Aid declarations and associated paperwork for up to six years after the calendar year to which they relate; and keep personal contact details only whilst you remain a member.

## **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Friends of All Saints Marlow holds about you;
- The right to request that the Friends of All Saints Marlow corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Friends of All Saints Marlow to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the Data Controller provide the Data Subject with his/her personal data and where possible, to transmit that data directly to another data controller (known as the right to data portability) (where applicable);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data (where applicable);
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9. Contact details**

To exercise all relevant rights, queries or complaints, please in the first instance contact the Secretary of the Friends of All Saints Marlow via The Parish Office, The Causeway, Marlow SL7 2AA. You can contact the Information Commissioners Office on 0303 123 1113 or via <https://ico.org.uk/global/contact-us/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

## **10. Data Consent Form**

To ensure we are using people's data in line with GDPR, we are asking members to complete a Data Consent Form. By completing the Data Consent Form, you will be telling us what sort of information you want to receive from us and how you want to receive it.

The Friends of All Saints Marlow is a Registered Charity; No. 1090423.

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