

DATA PRIVACY NOTICE

The Friends of St Mary the Virgin, Linton

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 UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who are we?

The Trustees of The Friends of St Mary's, Linton collectively act as the data controller (contact details below). This means they decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Trustees of The Friends of St Mary's, Linton comply with their obligations under UK 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 church of St Mary the Virgin, Linton, in accordance with our constitution;
- to administer records of charity membership;
- to fundraise and promote the interests of the charity;
- to maintain our own accounts and records (including the processing of gift aid applications);
- to inform you of news, events, activities organised by The Friends;
- to publicise and record events.

4. What categories of personal data do we collect?

We may collect written data (names, addresses, email addresses, telephone numbers) or photographic images.

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

We collect and use personal data using consent. The principal legal basis for our processing of your personal data is the legitimate interests of the charity as listed under '3.' above. We may also ask your consent for the use of personal images. We will only use personal images with 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 for purposes connected with the charity. We will only share your data with third parties outside of The Friends of St Mary with your explicit consent.

6. How long do we keep your personal data?

We keep data only for as long as you are a member of the organisation, except that Gift Aid declarations and associated paperwork are retained for up to 7 years after the tax year to which they relate.

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 held by The Friends of St Mary's, Linton;
- the right to request that The Friends of St Mary's, Linton correct any of your 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 St Mary's, Linton to retain such data;
- the right to withdraw your consent to the processing at any time
- the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction be placed on further processing;
- the right to object to the processing of personal data;
- 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 Protection 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. How to complain and our contact details

To exercise all relevant rights or if you have a concern or complaint please in the first instance contact the Secretary: Judith Tonry at 10 Market Lane, Linton, Cambridge.
secretary@friendsofstmaryslinton.org.uk

Further advice or help can be sought through 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.

Approved by The Friends of St Mary the Virgin, January 2024

Next review date: January 2027