



THE FRIENDS OF ST MARY'S, BACTON

EUROPEAN GENERAL DATA PROTECTION REGULATION (GDPR) 2016

PRIVACY STATEMENT

Introduction

This Privacy Statement details how we collect and process personal data. This processing is in accordance with the General Data Protection Regulation, hereinafter referred to as the "GDPR".

The Friends of St Mary's, Bacton.

This privacy statement is issued by The Friends of St Mary's, Bacton, hereinafter referred to as "we", "our", "us" or "the Friends", a voluntary, secular group of individuals formed for the purpose of providing support and resource for the repair, maintenance and improvement of the building of St Mary's Church, Bacton and to promote its use as a village asset.

The Friends of St Mary's, Bacton also means:

The Friends of St Mary's, Bacton, Charitable Trust. Registered no 1106579.

Personal Data

Personal Data is any information we hold concerning you (the "data subject" as referred to in the GDPR) that is sufficient to identify you individually. This could simply be your name or a phone number but could include other identifiers such as an IP (Internet Protocol) address or a cookie (a website visit information parcel) identifier.

We do not collect personal data concerning you from any third party source.

Legal Basis

We hold your personal data on the basis that you have given us your consent to do so.

In the case of Members of the Friends, consent was conveyed when you completed the application form with your personal details to join the Friends or when you contacted a member with your personal details requesting to join the Friends in order to be kept informed of the activities of the Friends.

What Data We Hold

The personal data we hold concerning you may include

- your name and address.
- your telephone number(s).
- your e-mail address(es).
- bank account details if you have given us Direct Debit authority to make regular donations.

Accuracy

We will take all reasonable measures to ensure the accuracy of the personal data we hold concerning you and will correct or, if we are unable to resolve a correction, remove it as soon as possible if we are made aware of any inaccuracy. We will carefully consider any challenges to the accuracy of any personal data that we hold.

What We Use Your Data For

We use your personal data

- to keep you informed of the business and activities of the Friends of St Mary's, Bacton.
- to administer tickets and event records.
- to maintain our own accounts and records for the processing of any donation you make via Direct Debit or other means and to facilitate reclamation of Gift Aid if you have given your authority for us to do so.

We will not use your personal data for any other purpose without first obtaining your express consent.

Transfer

We will treat your personal data as strictly confidential and will only share it with other Officers of the Friends for the purposes identified above.

If you make Gift Aided donation to the Friends, the relevant details will be transferred to HMRC for the purpose of claiming the Gift Aid.

Where we use e-mail to correspond with you, your e-mail address may unavoidably be registered by remote servers within the delivery chain.

Your personal data will not be transferred to any other third party without first obtaining your express consent.

Storage

We maintain your personal data in both manual and computer based filing systems.

We will take all reasonable technical and procedural measures to ensure the security of your personal data.

Retention and Disposal

We will retain your personal data for the period of

- the currency of your Membership, for dissemination of information concerning routine on-going business.
- the currency of your Membership, for dissemination of information concerning recurring annual or infrequent events.
- five years from your last participation in a fundraising or recurring annual or infrequent event if you are not a Member of the Friends.
- the currency of any Direct Debit authority.

At the end of the relevant period, all your personal data will be removed from our records.

Access

You have the right to request access to the personal data we hold concerning you. You may make a request by e-mail, telephone, in writing or verbally to the Data Protection Officer or any other Officer of the Friends. You may

request you personal data in hard copy or electronic form. A Data Access Request Form can be downloaded from our website.

Right of Withdrawal

You may rescind your consent at any time and request that we remove your personal data from our records using the appropriate Consent Withdrawal Form downloadable from our website or by contacting our Data Protection Officer either by e-mail or in writing at the address below. A Member Consent Withdrawal Form can be downloaded from our website.

Complaints

Complaints concerning the processing of your personal data should, in the first instance, be addressed to the Data Protection Officer at the address below or, in the event that your complaint cannot be satisfactorily resolved, you have the right to refer the issue to the Information Commissioners Office.

Contact Details

The Data Protection Officer
The Friends of St Mary's, Bacton
August House
Church Road
Bacton
Stowmarket
IP14 4LN
Tel: 01449 781002
www.fosmbacton.org.uk
privacy@fosmbacton.org.uk

The information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
<https://ico.org.uk/global/contact-us/email/>