

DATA PRIVACY POLICY

The Friends of St Mary's and St John's Whitchurch

Who are we?

The Friends of St Mary's and St John's Whitchurch (Reg. Charity No. 1168335) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

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 (the "GDPR").

How do we process your personal data?

The Friends of St Mary's and St John's Whitchurch 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 administer membership records;
- 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 and activities run by the Friends of St Mary's and St John's Whitchurch.

What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events and activities and process your gift aid donations.
- Processing is carried out by a registered charity provided:
- the processing relates only to members of the charity and
- there is no disclosure to a third party without consent.

Do we share your personal data?

Your personal data will be treated as strictly confidential. We will not share your data with third parties.

How long do we keep your personal data?

We will only use and store information for so long as it is required for the purposes it was collected for, for example we will keep a record of donations

subject to gift aid for at least seven years to comply with HMRC rules. We continually review what information we hold and delete what is no longer required.

How do we keep your Data safe?

We take reasonable steps to ensure that any information we hold about you is protected. We undertake regular reviews of who has access to information that we hold. Electronic data and databases are stored on secure computer systems and only the charities trustees and officers have access to these systems.

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 St Mary's and St John's Whitchurch holds about you;
- The right to request that the Friends of St Mary's and St John's Whitchurch 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 St Mary's and St John's Whitchurch to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that Friends of St Mary's and St John's Whitchurch provide you with your personal data.
- 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 lodge a complaint with the Information Commissioners Office.

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.

Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact:

The Friends of St Mary's and St John's Whitchurch,
Shepherds Close
Hardwick Road
Whitchurch on Thames,
Reading
RG8 7HN

whitchurchfriends@gmail.com

This Privacy Policy was last updated on 28th February 2021