

## DATA PRIVACY NOTICE

### *The Friends of All Saints Church Staplehurst*

Registered Charity No. 1037964

#### **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 (the "GDPR"). Where there is a joint membership, this Data Privacy Notice applies to each member separately.

The types of personal data we collect, and use are full name and personal details including contact information (e.g. home address, email address, home and mobile telephone numbers).

#### **2. Who are we?**

The **Friends of All Saints Church Staplehurst** is the data controller (contact details below). The data controller decides how your personal data is processed and for what purposes.

#### **3. How do we use your personal data?**

The Friends of All Saints Church Staplehurst 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 inform you of issues, news, events and activities related to the work of the Friends of All Saints Church Staplehurst;
- To administer membership records;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To set up Standing Orders with your bank. We do not retain any bank details;
- To securely share your contact details with the Diocesan office so they can process Gift Aid and send it electronically to HMRC;
- To invite you to the Annual General Meeting and any Special Meeting;
- For archiving purposes of a historical or statistical nature or purpose.

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

- Explicit consent from you, the data subject.

#### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be used by the elected officers of the Friends of All Saints Church Staplehurst committee for administrative purposes, namely the Chairman, Membership Secretary, Treasurer and Secretary. We will not share your data with third parties other than as noted below:

Subject to applicable data protection law, we share your personal data with:

- Your bank for the setting up of a completed standing order form for membership subscriptions.
- The Diocesan office and HMRC for Gift Aid processing.
- Independent examiner during our annual account examination.

## 6. Retention of your personal data?

Personal data is retained for the duration of membership. Once a member leaves the Friends of All Saints Church Staplehurst their personal data is erased apart from name, joining and leaving date. The following criteria are used to determine data retention periods for your personal data:

- **Retention for Gift Aid purposes.** Gift aid declarations and associated paperwork are retained for up to 6 years after the calendar year to which they relate under the relevant Finance Act.
- **Retention for archiving purposes of a historical or statistical nature.** Name, joining and leaving dates are retained for historical/statistical purposes. No other data will be retained for this purpose.

## 7. Your rights under applicable data protection law

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;
- The right to have your personal data **corrected if it's inaccurate** and to have **incomplete personal data completed**;
- The right **to object** to the processing of personal data;
- The right **to restrict processing** of your personal data;
- The right **to have your personal data erased** (the "right to be forgotten");
- The right **to withdraw your consent** to the processing at any time;
- 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 Friends of All Saints Church Staplehurst

Andrew Brady

Chairman & Membership Secretary

3 Weavers Close, Staplehurst, Kent TN12 0SF

**Telephone:** 01580 891840    **Email:** friends@allsaintsstaplehurst.co.uk

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.