

The Friends of St. Nicholas Church, Ash

Privacy notice. Version 12.03.19

This privacy notice explains how and why we, the Friends of St Nicholas Church Ash (“the Friends”), collect, store and use personal information (data) collected by us. We are required to notify you of this under data protection legislation. This Privacy Notice was last updated on the revision date above and supersedes all previous notices. Please ensure that you read this notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you. We may change this Privacy Notice from time to time.

Who we are

The Friends of St Nicholas Church Ash (“we”, “our”, “us”, the Charity,):

1. Are a secular organisation who appreciate the building known as St Nicholas architecturally;
2. Are a registered charity, **No. 1045933**, who welcome all comers to help raise money for the maintenance of this historic and important church;
3. Do not provide funds for general housekeeping bills - that is the responsibility of the worshipping congregation;
4. Raise money for repairs and improvements to the building. To do this a committee runs social and community events. In addition, we receive donations and contributions during the year.

We do not have a permanent base but operate from member’s homes and we can be contacted by email to fstnicholas@gmail.com

We respect your right to privacy and will only process personal information in accordance with the Data Protection Act 2018 and the Electronic Communications Code set out in the Digital Economy Act 2017 (DEA 2017).

We will comply with the data protection principles when gathering and using personal information. Your data will:

- be processed fairly, lawfully and transparently;
- be collected and processed only for specified, explicit and legitimate purposes;
- be adequate, relevant and limited to what is necessary for the purposes for which it is processed;
- be accurate and kept up to date - any inaccurate data must be deleted or rectified without delay;
- be kept for no longer than is necessary for the purposes for which it is processed; and
- be processed securely.

The personal information we collect about you

We may collect or hold the following information about you:

- Your name and contact details (i.e. address, home and mobile phone numbers, email address);
- Your bank details;
- Details about donations made to the Friends;
- Photographs of events and those attending them.

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How and why we will use the information about you

We will typically collect and use this information for the following purposes:

- To administer membership records including noting the details of new members;
- To fundraise and promote the interests of the charity;
- To manage our volunteers, contractors (including details of artists exhibiting at our annual art exhibition and sale) and events;
- To maintain our accounts and records including the processing of Gift Aid applications with appropriate notifications being made to the Canterbury Diocesan Board of Finance and HMRC;
- To inform you of news, events and activities by email, newsletter and other communications;
- To take steps to enter into a contract;
- For compliance with legal obligations.

Who will we share your information with?

Your personal data will be treated as strictly confidential and will only be shared with the Canterbury Diocesan Board of Finance and HMRC to claim gift aid. We may also need to share some of the above categories of personal information with other parties, such as professional advisers.

How long we keep your information

We keep the personal information that we obtain about you for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on the nature of the information concerned and the purposes for which it is processed. We will keep your data for no longer than is reasonable considering the limitation periods for taxation and associated matters after which it will be destroyed.

The legal basis for using your personal information

We process personal data where it is necessary for the legitimate interest of conducting the affairs of the Charity, where it is necessary for the performance of a contract or for compliance with a legal obligation.

We may also process personal data with your consent.

Storing your personal information.

We will store your personal information on password protected computers and portable devices.

We will store paper copies of correspondence, membership applications and entry forms, where necessary in a locked steel filing cabinet.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of any suspected data security breach where we are legally required to do so.

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Your Rights

You have the right to request a copy of the personal information we hold about you. There is no charge for such a request.

You have the right to have any inaccuracies in your personal data corrected.

You have the right to request that we erase your personal data if we were not entitled under the law to process it or it is no longer necessary to process it for the purpose it was collected.

While you are requesting that your personal data is corrected or erased or are contesting the lawfulness of our processing, you can apply for its use to be restricted while the application is made.

You have the right to object to data processing where we are relying on a legitimate interest to do so and you think that your rights and interests outweigh our own and you wish us to stop.

You have the right to object if we process your personal data for the purposes of direct marketing.

You have the right to obtain from us a copy of all personal data which you have provided to us, providing processing of this data is based on your consent or on a contract, and providing the processing is carried out by automated means. Where technically feasible, you can request to have the data transmitted directly to another data controller.

With some exceptions, you have the right not to be subjected to automated decision-making.

If we rely on your consent as a lawful ground to process your data, you have the right not to consent or to withdraw your consent later.

To exercise any of the above rights you should contact our Secretary by email fstnicholas@gmail.com

Complaints

If you have any complaint or concern over how your personal information has been or may be used, please contact our Secretary as above.

You may also complain to the Information Commissioner's Office. Their telephone number is 0303 123 1113 and their website is www.ico.org.uk.