



DATA PRIVACY NOTICE IN RESPECT OF “THE FRIENDS OF LEOMINSTER PRIORY”

1. Introduction

This document explains how the information about you which we hold is used and managed, and your rights with respect to that data.

2. 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”). This notice explains how the information you supply is used and your rights with respect to that data, as required by the UK GDPR and the Data Protection Act 2018.

3. Who are we?

The data controller is the Secretary of the “The Friends”, and in addition the Chairperson and Treasurer also have access.

The data controller decides how your personal data is processed and for what purposes.

4. What type of personal information do we collect?

We may currently collect and process information including the following:

- Name, address, telephone number, email address
- Transactional data for membership subscriptions, donations and ticket purchases

The personal information we process is provided to us directly by you.

5. How do we process your personal data?

“The Friends” complies with its obligations under the GDPR by:

- Explaining to you what data we are collecting and why we are collecting it
- Keeping personal data up to date
- Storing and destroying it securely
- Not collecting or retaining excessive amounts of data
- Protecting personal data from loss, misuse, unauthorised access and disclosure
- Ensuring that appropriate technical measures are in place to protect personal data

6. Why do we process your personal data?

We may use your personal data for the following purposes:

- For transactional purposes such as accepting a donation or recording the sale of a ticket
- To maintain our own accounts and records (including the processing of Standing Orders and Gift Aid applications)
- To inform you of news, events, activities and services run by “The Friends”.
- To fundraise for and promote “The Friends”.
- To understand your preferences and needs.

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

The legal basis for “The Friends” processing your data includes:

- Your explicit consent so that we can keep you informed about “The Friends” news, events and activities
- That the processing is necessary for carrying out obligations, for example in relation to Standing Orders and Gift Aid.
- That the processing is necessary for carrying out “The Friends” legitimate interests, including the establishment, maintenance and enhancement of mutually beneficial relationships with donors and others in the furtherance of “The Friends” aims and objectives
- Monitoring and improving our website and services

8. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of “The Friends”_Managing Council if essential, and in compliance with GDPR and the Data Protection Act 2018.

We will only share your data with third parties outside of “The Friends” with your consent, or if we are required to do so to carry out a legal or contractual obligation.

9. How long do we keep your personal data?

We keep data in accordance with the central Church of England GDPR guidance and/or the Companies Act. In doing so we keep data for as long as it is needed for the purpose for which it was originally collected. As our relationship with many people is a life-long one we often maintain records until such time as you tell us you no longer wish us to keep in touch.

10. 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” holds about you
- The right to request that the “The Friends” 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 “The Friends” to retain such data
- The right to withdraw your consent to the processing at any time
- The right to request that the “The Friends” provide you with your personal data and if required and where possible, to transmit that data directly to another data controller, (known as the right to data portability)
- 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 object to the processing of your personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioner’s Office

11. Further processing

If we wish to use your personal data for a new purpose, not covered by this Personal Data Privacy Policy, 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.

12. Complaints or concerns

If you have any queries regarding this processing activity, or any concerns or queries about how “The Friends” handles your personal data, please contact, in the first instance, the Chairperson of “The Friends” either by writing to “The Friends of Leominster Priory”, The Forbury Chapel, Church Street, Leominster, HR6 8NQ or by emailing thefriends@leominsterpriory.org.uk . You have the right to make a complaint at any time to the Information Commissioner online at <https://ico.org.uk/make-a-complaint> or by phone on 0303 123 1113.

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