

PRIVACY NOTICE

PERSONAL INFORMATION ABOUT YOU

Data that we Control and Process under GDPR

- | | |
|--|---|
| a) Name, home postal address, payment history | <i>For <u>every</u> member of the Friends</i> |
| b) Gift Aid history, email address | <i>For members who have chosen to use those</i> |
| c) For every 100 Club member: ditto a) and b). | <i>100 Club is open to <u>anyone</u>, not just the Friends.</i> |

Other Data that we do not control under GDPR

- Cheques and Standing Order Mandates
Both include your Sort Code and Account Number, we hold hardcopy originals only temporarily in a locked drawer, for a few months (members) or longer (100 Club), until forwarded to our bank for pay-in or yours (by Signed-For post) for action. We act only as "Data Processor", retaining no copies.
- Our Bank Statements
Here we are the "Data Subject", our statements list Standing Order payments to us, which always include members' account name, may include its number and payment reference you have given.

YOUR RIGHTS

You have rights as a "Data Subject" to access Personal Data we hold about you, namely (a, b, c) as defined above, and to require its Correction or Deletion. Your cheques and Standing Orders remain yours to control.

OUR POLICY

1. **Usage:** the Friends of Elstow Abbey will use your Personal Information as defined above:
 - (a, b) to administer your membership and other Friends business personal to you, also to send you general information about our activities, for instance Works, Appeals, Events and Meetings;
 - (c) likewise your entries in the 100 Club.
2. **Embargo:** the Friends will never pass your Personal Information on to any other body:
 - in particular the Elstow Parochial Church Council (PCC), to whom we exist to make grants and on whose behalf we undertake Works, *yet the PCC is not entitled to access our membership records;*
 - except where required by law (for instance, HMRC require retention of original Gift Aid declarations)
3. **Access:** within 1 month of receiving your written request, our Treasurer will with best endeavours post hardcopy (to your registered address, in a format convenient to us) of all Personal Data (a, b, c) we hold electronically about you.
4. **Corrections:** we will make any that you mandate in writing or email to us, regarding such a mandate as a further access request (3), that we will satisfy by sending you a hardcopy of the corrected data.
5. **Deletion:** within 1 month of receiving your written request, our Treasurer will with best endeavours delete all Personal Data (a, b, c) we hold electronically about you and confirm to you this has been done by email or post.
6. **Weeding:** if you miss a regular payment, then we will delete Personal Information about you from our electronic records, after a delay allowing time for our volunteer officers to try to contact you as follows
 - (a,b) Annual membership subscription: deletion before the 2nd anniversary of the date this was due;
 - (c) 100 Club fees: deletion 6 months after the most recent monthly draw you paid to be entered into.