

## **PRIVACY STATEMENT**

### **Introduction**

The new General Data Protection Regulation (GDPR) came into force on 25 May 2018 and replaced the 1998 Data Protection Act. This regulation requires us to provide the information given in the Privacy Statement. This provides information about how we use your data, how you can control the way in which we use that data, and what actions you can take if you would like to change the way in which your data is being used.

### **How we gather information**

Data is entered into our database when a member completes a membership application form. The data may be updated as a result of a request made by a member to the office by mail, email or telephone. Bank account details are only collected and held if a member asks for his or her subscription to be collected by direct debit.

### **What we do with your data**

The personal details held about you will be used only by The Friends of Winchester Cathedral to manage membership subscriptions and to send you information about events, activities and fundraising appeals, which we think will be of interest to you.

### **Protecting your data**

Data is kept secure on our database with appropriate security measures in place.

We may pass data to the Charity Aid Foundation, and their agents Smart Debit, to process the collection of subscriptions by direct debit. We have a contract in place with the Charity Aid Foundation, and they are not allowed to do anything with your data other than what we have requested. We have reviewed the security precautions implemented by Smart Debit.

With the exception of the Charity Aid Foundation, Friends of Winchester Cathedral will not share bank account or other financial data with any other third parties except when required to do so by law e.g. If you Gift Aid your subscriptions, then we may be required to tell HMRC the name and post code of the donor and the date and amount of the subscription.

In order to say considerable sums in postage, some deliveries from The Friends are made by some of our members who volunteer to deliver to a few addresses near where they live. Consequently the member who is responsible for deliveries to you will be made aware of your address. We may also provide Winchester Cathedral staff with the names of members to ensure that they are given priority in their application for tickets for the carol service.

### **Children's Data**

We are particularly aware of the need to protect data about children. We only admit children as members at the request of their parents and only hold such data about children as is given to us by their parents. We do not communicate directly with children but only through their parents.

## **How long do we keep your data**

We will keep your data while you are a member and until such time that we do not believe that your membership is likely to be renewed.

## **Our Responsibilities**

The law requires us to tell you the legal basis upon which we process your data.

The law allows us to process your data if it is in our legitimate interest to do so. We may only do so if we can demonstrate a business need, and so long as your 'interests or your fundamental rights and freedoms are not over ridden'. Practically speaking this means that we carry out an exercise to check that we will not cause you harm by processing your data, that the processing is not overly intrusive and that we will only do so in a way which is described in the Privacy Notice.

Where you have provided bank account details to enable us to collect your subscription by direct debit, those details will be used only for the collection of subscriptions and will not be used for such purposes as payment for events or donations.

## **Your Rights**

You have a variety of rights about the way we process your data. These are as follows:

- Where we rely on our legitimate interest to process data, you may ask us to stop doing so.
- You may request a copy of the data that we hold about you.
- You may ask us to cease sending you information by post or email.
- You may change or stop the way in which we communicate with you or process data about you, and if it is not required for the purpose you provided it, then we will do so.
- If you are not satisfied with the way we have processed your data, then you can complain to the Office of the Information Commissioner.

## **Contacting Us**

If you have any questions about this privacy notice, about the way in which we process your data, or if you wish to change the way we use your data, including how we communicate with you, then please contact:

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