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1. **Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that personal 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”).

1. **Who are we?**

The trustees of the Friends of St. Bartholomew & All Saints Church Royal Wootton Bassett are the data controller (contact details below). This means they describe how your personal data is processed and for what reasons.

1. **How do we process your personal data?**

The Friends of St. Bartholomew & All Saints Church Royal Wootton Bassett comply with its obligation 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 measures are in place to protect personal data.

We use your personal data for the following purposes:

* To administer membership and membership records.
* To fundraise and promote the interests of the charity.
* To maintain our own accounts and records (including the processing of gift aid applications).
* To inform the Charities Commission about the trustees.
* To inform you of news, events and activities that are being organised by the Friends of St. Bartholomew & All Saints Church.

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

* Explicit Consent of the data subject so that we can keep you informed about membership, news, events and activities.
* Legitimate Interest as a result of signing an application form and paying subscription(s).
* Processing is necessary for carrying out Legal Obligations in relation to Gift Aid.
* Processing is necessary for carrying out Legal Obligations in relation to reporting details of the current trustees of the Friends of St. Bartholomew & All Saints Church to the Charities Commission.
* Processing is carried out by a not-for-profit body with a political, philosophical, religious aim, provided:
  + The processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  + There is no disclosure to a third party without consent.

1. **Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the Friends for purposes connected specifically with the Friends.

1. **How long do we keep your data? 1**

We keep data in accordance with the guidance set out in the guide “Keep or Bin: Care of your Parish Records” which was adopted by the Parochial Church Council (PCC) of St. Bartholomew & All Saints Church Royal Wootton Bassett. This is available from the Church of England website (see footnote for link).

Gift Aid declarations and associated paperwork is kept for 6 years after the calendar year to which it relates, by the treasurer of the Friends of St. Bartholomew & All Saints Church in accordance with the “GDPR”.

1. **Your rights and your personal data**

Unless subject to an exemption under 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 of St. Bartholomew & All Saints Church Royal Wootton Bassett holds about you.
* The right to request that the Friends of St. Bartholomew & All Saints Church Royal Wootton Bassett 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 Friends of St. Bartholomew & All Saints Church Royal Wootton Bassett to retain such data.
* The right to withdraw your consent to the processing at any time.
* The right, where there is a dispute in relation to the accuracy of processing of your personal data, to request that a restriction is placed on further processing.
* The right to object to the processing of personal data, (where applicable) [*only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]*.
* The right to lodge a complaint with the Information Commissioners Office.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/contact-us-public/> or at the Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

1. **Further processing**

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

1. **Contact details**

To exercise all relevant rights, queries or complaints please, in the first instance, contact either the Friends Chair of Trustees Andrew Meek on 01793 851516 or the Friends Membership Secretary Jane Spencer on 01793 851229.