

Friends of Morston Church data policy and privacy notice

YOUR PERSONAL INFORMATION AND WHAT WE DO WITH IT

Friends of Morston Church, registered charity no.1099831, (the charity) is committed to protecting and respecting your privacy.

The purpose of this privacy notice is to fulfil any of the charity's obligations the EU General Data Protection Regulation (the GDPR), which came into force on May 25th 2018, by providing you with information on how we may process your personal information, how we use it and what your rights are in relation to it.

The personal information we have

We hold some or all of the following types of personal information about individuals:

- Name;
- Contact details (including e-mail address(es), telephone number(s) and postal address(es));
- Contact history (ie. notes on when and why we have contacted you in the past);
- Banking information if provided by you for the purpose of setting up a standing order

We may collect your personal information in a few limited ways, namely:

- Directly from you, when you contact us, attend an event, or subscribe to our newsletters or other publications or information sources
- Requested from you, eg. via social media

Our legal basis for using your personal information

We have a legitimate interest in properly running the charity and in fulfilling our charitable objectives.

Accordingly, personal information collected and processed by us may be used for the following purposes:

- Communicating with you on matters which we believe are of legitimate interest to you or where you have given consent
- The other permissible reasons for using your data within the GDPR are contractual obligation, legal obligation, public interest and your own or others' vital interests. While it is unlikely that we will need to use your data on these bases, we reserve the right so to do.

Communications

We will only send you communications which we believe to be of legitimate interest or which you have requested. These may include newsletters, including those distributed using GDPR-compliant e-newsletter software providers such as Constant Contact, event information, appeals, and other relevant written or electronic communications.

We do not sell or share your personal information to or with other organisations.

How long we keep your personal information for

We hold your information only as long as is necessary for each purpose we use it. If you are a Friend or a Member of the charity we will hold your information while you remain thus. If we are contacting you on a regular or ongoing basis your information will be held while that communication continues. This is subject to regular review and data will be deleted or destroyed if regular communication has ceased.

How we keep your personal information

We may keep your information in the following ways:

- On paper in the charity's files
- In electronic formats such as Word and Excel documents

Your rights in relation to your personal information

You have rights in relation to the personal information we have about you. You have the right to:

- request access to your information and to obtain information about how we process it;
- make a request to have your personal information corrected if it is inaccurate and completed if it is incomplete;

- request that we erase your personal information;
- request that we restrict the processing of your information;
- receive from us the personal information we hold about you which you have provided to us, in a reasonable format specified by you
- object to us processing your personal information.

You can exercise all of these rights free of charge. Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply, for example, if we can show our processing is necessary for a lawful purpose set out in this privacy notice.

The charity's contact details for exercising these rights are set out below.

Contact and further information

If you have any queries about this privacy notice or how we process your personal information, or if you wish to exercise any of your rights under applicable law, you may contact the charity:

- by email using info@fmc.org.uk; or
- by post to Friends of Morston Church, West Acre, 2 The Street, Morston, Norfolk NR25 7AA.

If you have concerns about the way we handle your personal information, you can contact the Information Commissioner's Office or raise a complaint at www.ico.org.uk/concerns, or call its helpline on 0303 123 1113. You can find out more about your rights under applicable data protection legislation from the Information Commissioner's Office website: www.ico.org.uk.