

The Friends of Malvern Priory

Registered Charity Number 503383

Data Protection Policy

1. 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").

2. Who are we?

The Council of Trustees is the Data Controller of The Friends of Malvern Priory (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Council of Trustees of the Friends of Malvern Priory complies with its obligations 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 technical measures are in place to protect personal data.

We collect your data via email, on-line applications and paper documents.

We use personal data for the following purposes:-

- To administer membership records;
- To appeal to members for donations;
- The management of our volunteers;
- To maintain our own accounts and records
(including the processing of gift aid declarations and membership applications);
- To inform you of news, events and activities.

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

Explicit consent of the data subject so that we can keep you informed about news, events and activities. Processing is necessary for carrying out legal obligations in relation to Gift Aid. Processing is carried out by Officers of the charity. The processing relates only to members or former members of the Friends so there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential.

We will only share your data with third parties with your consent.

6. For how long do we keep your personal data?

We keep data in accordance with the guidance set out in the guide "*Keep or Bin: Care of Your Parish Records*" which is available from the Church of England website. Specifically, we retain gift aid declarations and associated paperwork for up to six years after the calendar year to which they relate.

7. 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:-

- To request a copy of your personal data which the Friends of Malvern Priory holds about you;
- To request that the Friends of Malvern Priory corrects any personal data if it is found to be inaccurate or out of date;
- To request your personal data is erased where it is no longer necessary for the Friends of Malvern Priory to retain such data;
- To withdraw your consent to the processing at any time;
- To request that the Data Controller provides the data subject with his/her personal data;
- 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;
- To object to the processing of personal data;
- To lodge a complaint with the Information Commissioner's Office.

8. 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.

9. Review

This notice will be reviewed at least every three years.

10. Contact Details

To exercise all relevant rights, queries or complaints, please in the first instance contact the Hon. Secretary of the Friends of Malvern Priory, c/o The Parish Office, Church Street, Malvern, Worcestershire, WR14 2AY.

You can contact the Information Commissioner's Office on 0303 123 1113 or via <https://ico.org.uk> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Approved by the Council of Trustees of the Friends of Malvern Priory

22nd October 2024