

Thomas Plume's Library

Registered Charity 1179957

DATA PRIVACY NOTICE – REGULAR GIVING SCHEME

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 Trustees and Officers of Thomas Plume's Library is the data controller (contact details below). The Trustees and Officers maintain data on all members of the Regular Giving Scheme and decide how your personal data is processed and for what purposes.

3. How is your personal data processed?

The Trustees and Officers comply with their 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.

They use your personal data for the following purposes:

- To administer Regular Giving Scheme records, record payment of donations and the application of Gift Aid, where applicable;
- To provide you with mailings with information about the activities of Thomas Plume's Library, future events and other related matters;

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

- It is necessary for the performance of our contract with you ie so that you can be kept informed about Thomas Plume's Library news, events and activities; and
- there is a 'legitimate interest' in accordance with the General Data Protection Regulation 2018.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared between members of the Trustees and Officers for purposes connected with the Regular Giving scheme. Your data will only be shared with third parties outside of the Trustees and Officers with your prior consent.

6. How long is your personal data kept?

Membership data, including related Gift Aid declarations, is retained while it is current and for six years after the financial year in which your membership ends.

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: -

- The right to request a copy of your personal data which the Trustees and Officers hold about you;
- The right to request that the Trustees and Officers correct 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 Trustees 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 or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable);
- The right to lodge a complaint with the Information Commissioner's Office.

8. Further processing

If the Trustees and Officers wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then they 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, they will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Hon. Treasurer (email treasurer@thomasplumeslibrary.co.uk; tel: 01621 854850). You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.