

Trustees of the Friends of Thomas Plume's Library

Registered Charity 1098311

DATA PRIVACY NOTICE

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

3. How is your personal data processed?

The Trustees 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 membership records, record payment of annual subscriptions, and the application of Gift Aid, where applicable;
- To provide you with twice yearly mailings with information about the activities of the Friends, future events, the Annual General Meeting and other related matters;
- To organise fundraising events and outings; and
- To keep you informed on an ad hoc basis about other news, events and activities which the Trustees believe may be of interest to you.

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

- It is necessary for the performance of our contract with you i.e. so that you can be kept informed about the Friends of 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 for purposes connected with the Friends. Your data will only be shared with third parties outside of the Trustees 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 expires.

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 hold about you;
- The right to request that the Trustees 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 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 Membership Secretary (email: friendsofplumelibrary@gmail.com; tel: 01245 403091)

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.