

# **Friends of Leigh Church (FOLC)**

## **Data Processing Policy and Privacy Notice**

### **Introduction**

FOLC takes the processing of members' personal details very seriously and does its utmost to ensure they are protected.

This document sets out what information FOLC holds, why it needs to hold and process it, and how it is protected.

Where "FOLC" is referenced this relates Friends of Leigh Church, a charity registered with the Charity Commission, number 1174913.

### **Context**

FOLC is a membership organisation which holds personal information submitted by its members.

FOLC is a local group run by volunteers for its members.

As a membership organisation a contract exists between the member and FOLC.

FOLC may also hold additional information which enhances the contract but does not form part of it.

FOLC ensures that all trustees and ordinary members are aware of their responsibilities under the Data Protection Act and take all reasonable steps to ensure the security of data held and ensure that it is appropriately processed.

### **Privacy**

FOLC takes the use and storage of personal data very seriously. It will only collect and store information which relates to FOLC. Any information it holds will only be shared with trustees as appropriate.

FOLC will never share your information with any third party without your express consent.

This Privacy and Policy Notice will be available at every meeting/AGM for members and visitors to review and will be made available on future online platforms. It will also be offered in hard or soft copy to each member.

### **When do we collect information**

FOLC will collect your contact information upon joining FOLC. It will also ask for your consent for any additional information it wishes to collect.

## Lawful Processing

There are 6 lawful bases that are used under GDPR. FOLC uses the following:

1. Contractual Relationship  
Where it is necessary for us to process your personal information in order to fulfil the contract created by your membership.
2. Legitimate Interests  
This basis is used to ensure you, as a member of FOLC, are kept up to date on activities and opportunities open to you. This basis is also used where non-members contact FOLC asking for more information and for volunteers who are not members.
3. Consent  
Where you have provided your consent for FOLC to use your personal data.

## Information held, use and lawful basis

The following will illustrate the information held, how it is used and the lawful basis for holding the information.

Personal Information	Use	Lawful Basis
<i>Members</i>		
Name	To identify the member	Contractual
Address	To send/deliver information regarding their membership including renewal, events, annual meeting etc. and to provide updates on the project	Contractual
Telephone Number	To contact the member regarding their membership including renewal and to provide updates on the project	Legitimate Interest
Email Address	To contact the member regarding their membership including renewal, events, annual meeting etc. and to provide updates on the project	Legitimate Interest
Bank Details – Name of Bank, Sort Code, Account Number, Account Name	To set up standing orders when requested to do so To reimburse members for loans To reimburse trustees for legitimate expenditure	Contractual Contractual Consent
Gift Aid Eligibility	To claim gift aid relating to eligible members	Consent
<i>Non-members</i>		
Name, Address, Telephone Number and/or email address	Details held on non-members will vary dependent on the information they provide when making contact. This information is used to respond to a request for information and to manage links with contractors and other organisations. Information is not used for any other purpose.	Legitimate Interest
<i>Volunteers who are not members</i>		

Name, Address, Telephone Number and/or email address	Details held on volunteers will vary dependent on the information they provide when making contact. This information is used to contact the volunteer regarding fundraising and activities	Legitimate Interest
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### Storing and Security of Data

Data may be held electronically or in hard copy. Personal data may also be held in email contact lists.

All personal details are kept secure and only shared with trustees of FOLC to fulfil their role in supporting the contract between FOLC and the member.

Every effort is made to ensure that personal details are secured in an appropriate manner and only shared on a need to know basis. All trustees given access are aware of their responsibility to maintain the confidentiality of the information.

### Rights of Individuals

Every member, lapsed member or non-member has the following rights:

#### Right to be Informed

This notice informs you what generic information FOLC holds, how FOLC stores it and what FOLC do with the information FOLC holds.

#### Right of Access

You have the right to know what information FOLC holds on you. FOLC will respond to requests for information within one calendar month (in line with current legislation).

#### Right to Rectification

You have the right to request that we correct any inaccurate information. FOLC will respond to all requests within one calendar month.

#### Right to Erasure

You have the right to request us to erase information held on you. FOLC will respond to this request within one calendar month and confirm what information FOLC has erased.

#### Right to Object

You have the right to object if you feel any of your personal information has been used in a way that you feel is inappropriate. FOLC will respond to requests within one calendar month.

FOLC will endeavour to respond as quickly as possible to all requests and work with you to resolve any queries.

### Paperwork

FOLC will use both the following forms to gather and store information

- Membership Application Form
- Membership Renewal Form
- Gift Aid Declaration
- Loan Agreement Form

### **Length of Storage and Destruction of Data**

FOLC will not destroy minutes of trustee meetings, programmes, photographs or other records.

However, FOLC will destroy information held about members contact details. The destruction schedule will be as follows:

Financial Information	Seven years in line with legal requirements
Membership Application/Renewal Form	Twelve months following the end of membership

### **Updating this privacy notice**

This privacy notice will be updated periodically and be available for members and non-members to read.

If the privacy notice is updated in a way that significantly changes how we use your personal information, we will bring these changes to your attention.

### **Change Log**

21 October 2018 – Initial Preparation by Caroline Harris

12 November 2018 – Modification following Trustee meeting