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**DATA PRIVACY NOTICE**

**THE FRIENDS OF THE PARISH CHURCH OF ST. MARY’S OLD BASING**

**Registered Charity Number 1051202**

**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 Friends of the Parish Church of St. Mary’s Old Basing Registered Charity Number 1051202 (the Friends) is the data controller (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 Friends 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 use your personal data for the following purposes: -

* To enable us to provide a voluntary service for the benefit of the public;
* To administer membership records;
* To fundraise and promote the interests of the charity;
* To manage our volunteers;
* To maintain our own accounts and records (including the processing of gift aid applications);
* To inform you of news, events and activities we are running;

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

Explicit consent of the data subject is required so that we can keep you informed about news, events and activities and process your gift aid donations.;

Processing is carried out by a not-for-profit body and relates only to members, former members and supporters. There is no disclosure to a third party without consent.

**5. Sharing your personal data**Your personal data will be treated as strictly confidential and will only be shared with other members or supporters of the Friends for purposes connected with your consent.

**6. How long do we keep your personal data?**We keep data in accordance with our Data Retention Policy copies of which are available on request from igfkershaw@btinternet,com..

**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 Friends hold about you;
* The right to request that the Friends corrects 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 Friends to retain such data;
* The right to withdraw your consent to the processing at any time;
* The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable).
* 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 Commissioners 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. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact Ian Kershaw at 22 Priory Gardens, Old Basing, Basingstoke. RG24 7DS igfkershaw@btinternet.com.

You can contact the Information Commissioners 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.