

DATA PRIVACY NOTICE

The Friends of St.George's, Jesmond

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 Committee of The Friends of St.George's Jesmond 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 Committee of The Friends of St.George's Jesmond complies with its obligations under the "GDPR"¹ 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 administer membership records;
- To fundraise and promote the interests of The Friends of St.George's, Jesmond;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events and activities promoted by The Friends of St George's;

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

- Explicit consent of the data subject [*you*]so that we can keep you informed about news, events, and activities and process your gift aid donations and keep you informed about events of The Friends of St.George's Jesmond.
- Processing is necessary for carrying out our legal obligations.
- Processing is carried out by the Committee provided:
 - the processing relates only to members;
 - 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 held and accessed by the Secretary and Treasurer in order to inform you of events and process your Gift Aid and donations. We will not share your data with anyone else without your consent.

6. How long do we keep your personal data?

We keep data only for as long as you are a member of The Friends of St.George's

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 Committee of The Friends of St George's Jesmond holds about you;

¹ GDPR = General Data Protection Regulation and it comes into force on 25 May 2018

- The right to request that the Committee of The Friends of St. George's Jesmond 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 Committee of The Friends of St George's Jesmond 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,
- The right to lodge a complaint with the Information Commissioner's Office².

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 beginning 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 or complaints please in the first instance contact the Parish Secretary, who will forward your concerns to the Secretary and Treasurer of The Friends of St. George's, Jesmond. Contact on: 0191 281 1659; email: office@stgeorgesjesmond.org.uk

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.

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