



# Friends of Cherry Hinton St. Andrew

## DATA PRIVACY POLICY



### 1. About this Policy

1.1 This policy explains when and why we collect personal information about our members and speakers, how we use it and how we keep it secure and your rights in relation to it.

1.2 The Friends may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

1.3 The Friends reserve the right to amend this Data Privacy Policy from time to time without prior notice.

You are advised to check the Friends website regularly for any amendments (but amendments will not be made retrospectively). The privacy policy will also be found on the Friend's noticeboard.

1.4 The Friends will always comply with the **General Data Protection Regulation** (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, the Friends will be the "data controller" of all personal data we hold about you.

### 2. Who are we?

2.1 We are the Friends of Cherry Hinton St. Andrew. We can be contacted by email [info@friends-of-standrew.org.uk](mailto:info@friends-of-standrew.org.uk) or on 01223 210724.

### 3. What information we collect and why.

Member's name, address, telephone numbers, e-mail address(es). For Managing your membership of the Friends and for the purposes of our legitimate interests in operating the Friends.

### 4. Consent.

The Friends will seek the Member's consent on the Data Protection Form issued on membership application. The Member may withdraw their consent at any time by contacting the Friends by phone or letter.

### 5. How we protect your personal data

5.1 We will not transfer your personal data outside the Friends without your consent.

5.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

5.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

5.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

## **6. Who else has access to the information you provide us?**

6.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law.

## **7. How long do we keep your information?**

7.1 We will hold your personal data on our systems for as long as you are a member of the Friends and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.

7.2 We securely destroy all financial information once we have used it and no longer need it.

## **8. Your rights**

8.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

8.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our the Data Protection Manager at 20, Chartfield Road, Cambridge CB1 9JY