

# Friends of St. Peter's, Stoke Fleming



## PRIVACY & DATA PROTECTION POLICY

### 1. Purposes

The Friends of St Peter's is an Association raises money to contribute to the cost of repair, maintenance, and improvement of the fabric of the church and churchyard of St Peter's, Stoke Fleming, Dartmouth, Devon.

In order to do this, FOSP needs to collect and process personal data from its members and those attending its fundraising events, information that can uniquely identify them. This data, and how it is used and stored, complies with the directions of the UK Government legislation outlined in the General Data Protection Regulation (GDPR) which is intended to strengthen and unify data protection for all individuals.

We are committed to keeping your data safe and secure, being transparent with you about how we collect and process it, only using it for the explicit and legitimate purposes specified here.

This policy describes what use we make of personal information collected, how it is protected and your right to privacy.

### 2. Consent to this Privacy Policy

When you join FOSP or request to join our Mailing List you will be asked to give your specific consent to this policy as part of the joining process. Thereafter, you will be treated as having consented to our processing your personal data as described in this document. Existing members of the Association are assumed to have already given this consent.

### 3. The information FOSP may collect or receive:

#### *Your personal details*

Your name, address, e-mail address, phone number, Gift Aid authorisation (if any).

### 4. How we use personal information

We use information held about you:

- To administer your membership of FOSP and the payment of your annual subscriptions (if you are a member). Note: we do not hold bank account details.
- To promulgate information about the Annual General Meeting.
- To send out e-mails from time to time about forthcoming events which you might wish to support. (These e-mails are all optional; if you do not wish to receive them please let the Secretary know.)
- To administer events for which you have applied for tickets, whether or not you are a member.

## **5. How we may share your information**

We do not share your personal information with any third parties (apart from any duty to disclose or share your personal data in order to comply with any legal obligation, or to protect the rights, property, or safety of FOSP and its members), with the following exception:

If you take up a position on the FOSP Committee, your e-mail address and telephone number will be shared with other members of the Committee and will be published on the FOSP website where it is publicly available.

## **6. Retention of member information**

We keep and process your personal data as long as you remain a member of FOSP or the FOSP Mailing List.

If you are not a member of FOSP we do not retain your information after any event you have attended, unless you have requested to remain on our mailing list.

## **7. Where we store personal data**

The electronic data that we collect from you will be stored and protected by the Secretary and Treasurer of FOSP. They will take all reasonable steps necessary to ensure that membership data is treated securely and in accordance with this privacy policy.

Paper copies of records, in the form of application forms, are disposed of by shredding.

## **8. Your Responsibilities**

- You are responsible for ensuring that the information held about you is accurate and up-to-date. This can be done by contacting the Secretary.
- You are responsible for informing the Secretary if you wish to resign your membership.
- When applying for membership you will be required to state that you consent to FOSP processing your data as described in this Policy.

## **9. Your Rights**

After you cease to be a member of the FOSP you have the right to ask us to remove any data we have retained. You can exercise this right at any time by contacting the Secretary.

## **10. Access to information**

Data Protection Legislation gives you the right to access information held about you. You can exercise this right in accordance with the Act by contacting the Secretary.

## **11. Changes to our privacy policy**

Any changes that FOSP makes to our privacy policy in the future will be posted on the FOSP website and, where necessary, notified to you by email.

## **12. Contact Details**

Questions and requests regarding this privacy policy should be addressed to the Secretary. ([fosp@fospstokefleming.com](mailto:fosp@fospstokefleming.com)).

## **13. Authorisation**

This policy was authorised by the FOSP Committee on 2 March 2021.