

The Friends of Leatherhead Parish Church: Registered Charity no. 290681
PRIVACY POLICY

IMPORTANT - WHAT YOU NEED TO DO

Please read this page then complete and return the consent form overleaf confirming the way you wish us to communicate with you.

We take seriously our responsibilities to members under the **General Data Protection Regulation** ("GDPR": effective 25 May 2018). We are working to ensure that we are fully compliant with the necessary requirements and in line with the highest standards of ethical conduct.

Why we are making this Privacy Policy available to you *and advising what you need to do?*

We continue to hold some of the personal information which you provided when joining the Friends. This includes (together with any other Members of the Friends in your household) name, address, telephone number and email address. We also collect subscription information and whether Gift Aiding is applicable.

Your confidence in us is important so we want you to know how we handle your personal information and we may need your consent to continue communicating with you – see below:

Why we collect your personal information

We need to be able to administer the Friends, to conform to the needs of our charitable status, and to the requirements of HMRC for those of you who are Gift Aiding. We may also provide information to you by email or postal delivery about forthcoming events. No automated decision making is carried out by the Friends.

How we store your personal information

We want to make sure that your personal data is kept safe and up to date. To do this your application forms and the data from them is kept securely both physically and electronically. We update your information each time you renew and of course if you contact us with changes. We keep it only as long as may be legally required.

When we will share your personal information

We only share data as required by HMRC.

Your rights

You can at any time by application to the Membership Secretary:

- ask for the information we hold about you.
- ask for your data to be deleted, although of course that would effectively signal resignation from the Friends.
- specify how we may contact you; we will do this by whatever means you choose to provide on the application form.
- choose to withhold your telephone number (or if you have one, your email address) but please recognise that this may limit what we can provide to you.
- choose at any time to tell us that you no longer wish to receive particular communications.

This policy will be reviewed annually. It will be referred to on our Application Form and available on our Website <http://www.parishchurch.leatherheadweb.org.uk/friends/>

The Charity has designated the Chairman as the person to contact about Data Protection (Chris Evans 01372 372169).

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Please (1) complete and *detach* this Consent Form from the Privacy Policy page and (2) return it as requested below. Thank you.

If there is another member of the Friends in your household our reasonable presumption is that you had consent when applying for their membership.

We need you to confirm to us that we may contact you in the following ways as appropriate to you: the choices are yours: please tick -

delivery to your address - this is essential for delivery of printed items where email is not used

email - this is essential where electronic delivery is preferred and is much more cost effective and time saving for us

phone - sometimes we may need to call you e.g. if your email address is not working or to respond to calls from you or as a matter of urgency

Please enter in capitals* your:

*Name:

*Address:

Signature:

Date:

TO: FLPC MEMBERSHIP SECRETARY [GDPR],
23 ST MARY'S ROAD, LEATHERHEAD, SURREY KT22 8HB