



THE ASSOCIATION OF THE FRIENDS OF SALISBURY CATHEDRAL

Registered Charity Number: 243439

FRIENDS PRIVACY POLICY

THE LEGAL BASIS ON WHICH STAFF AND MEMBER'S PERSONAL INFORMATION IS HELD AND PROCESSED

Context and overview	Under the terms of the General Data Protection Regulation which came into force on 25 May 2018 we have established the legal basis on which personal information is held and processed
Purpose	This privacy statement provides information about how the Friends' use personal information of both staff and members, how they can control how the Friends use this information, and what action can be taken if an individual would like to change the way information is being used.
Objective	To comply with all aspects of the Data Protection Act 2018 together with the EU General Data Protection Regulations 2018
Date approved	This Policy is approved by Council on 10 th May 2018
Review	Every three years, or in the event of changes to relevant legislation

1. Introduction

This Privacy Policy is to sit alongside the Privacy Statement established and adopted by the Association of the Friends of Salisbury Cathedral on 25th May 2018 as the EU General Data Protection Regulations (GDPR) came into effect in the United Kingdom.

2. Friends Privacy Statement:

"Your privacy is important to the Association of the Friends of Salisbury Cathedral (hereinafter "the Friends"). Under the terms of the General Data Protection Regulation which came into force on 25th May 2018 we shall let you know the legal basis on which your personal information is processed. This privacy statement provides information about how the Friends' use your personal information, how you can control how we use this information, and what action you can take if you would like to change the way your information is being used".

3. How personal information is used:

When a completed membership application form is received, the data supplied may be updated as a result of a request, made by a member to the office, by mail, email or telephone. This personal information is used only by the Friends to manage individual membership, subscriptions or donations, and to send information to members about our activities, events, fundraising appeals and joint initiatives with Salisbury Cathedral, which we think will be of interest to members, who will only be contacted via preferred permission(s).

4. What we do with members' data and how we protect it

Data is kept secure on our database and in the Friends office with appropriate security measures in place.

Where a member has given us information to collect their subscription by either Standing Order or Direct Debit, this information will be shared with their bank to set up a Standing Order Mandate, and we destroy this information once the first payment is made. CAF Bank manages the Direct Debit system for us.

If a member Gift Aid their subscriptions, then we will be required to tell HMRC the name and postcode of the donor and the date and amount of the subscription in order to make a Gift Aid claim. The member's name and address only is passed to Salisbury Cathedral when a person become a member. The Cathedral is also governed by the laws of data protection, and has its own privacy

statement and policy. The member's name and address is held by Salisbury Cathedral only for the purpose of running shared events with our permission and to acknowledge a member as part of the Cathedral community.

To facilitate sending members information about our activities, events, fundraising appeals and joint initiatives with Salisbury Cathedral, which we think will be of interest to members, we may use the services of a mailing company, and a member's name and address will be shared with said company, which is protected by its own privacy policy, a data-sharing agreement with us, and strict data-handling procedures and security.

The Friends will not share members' data with any other third parties, except where required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

5. How long do we keep a member's data

We will keep a member's data while they are a member and until such time that we do not believe that their membership is likely to be renewed or as long as we feel it is in our legitimate interest to do so for legal or fiscal reasons.

6. Members' Rights

- Where we rely on our legitimate interest to process data, a member may ask us to stop doing so.
- A member may request a copy of the data that we hold about them.
- A member may ask us to cease sending them information by post or email.
- A member may change or stop the way in which we communicate with them or process data about them.
- If a member is not satisfied with the way we have processed their data, then they can complain to the Office of the Information Commissioner.

7. Contacting Us

We want members to feel comfortable with, and enjoy being kept up to date about the Friends and what is happening in the Cathedral, that they are happy with what they receive from us, and how they receive it.

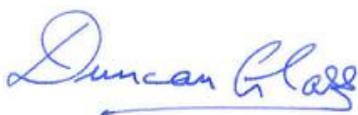
Members are invited to get in touch with the Friends by contacting the Friends' Office in the following ways:

tel: (01722) 335161 or email: friends@salcath.co.uk :

- If they have any questions about this privacy notice
- How we process their information
- If they wish to change the way we use their data
- If they wish to change what we may contact them about
- If they wish to change how they would like to be contacted
- If they wish to let us know if they would prefer not to receive communications from us
- If they have changes they wish to make to the personal information we hold

Approved by	Executive Council of the Association of the Friends of Salisbury Cathedral
Document owner and author	Duncan Glass - Chairman

Signed:



Date: 12th November 2018