



The Friends of All Saints’ Church, Shillington
 Registered Charity Number 1060329

Data Protection Policy

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Introduction

In compliance with the General Data Protection Regulations which came into force on 25 May 2018, the Friends of All Saints abide by the following principles in relation to the personal data of our members:

Data held: We only hold the data that our members share with us in their membership application / renewal viz:

- Name and address, plus telephone and/or email address where supplied.
- Amount of annual donation, and where the member wishes us to collect Gift Aid on their donation, whether the member is a UK taxpayer. This information is held securely and accessed by the Treasurer only in order to process Gift Aid and to account for our membership funds in total. Bank Account details are not held.

Purpose: We will only use members' details for Friends of All Saints business (eg to communicate with them about our events and activities (with quarterly newsletters, annual report and membership renewal) and have not, nor will, share members' details with anyone else. We do not publish a list of members.

Control: We ask members to keep us up to date with any changes in their contact details; and they have the right to check the data we hold, to correct it or to ask for it to be deleted. For any of these situations, members should contact the Treasurer: -

Jim Robertson 18 Vicarage Close, Shillington, HITCHIN, Hertfordshire, SG5 3LS.

Telephone: - 01462711398

Email: - jimtwo27@outlook.com

More details are set out in the Information Commissioner's Office approved Customer Privacy Notice below

Customer privacy notice

This privacy notice tells you what to expect us to do with your personal information.

[Contact details](#)

[What information we collect, use, and why](#)

[Lawful bases and data protection rights](#)

[Where we get personal information from](#)

[How long we keep information](#)

[How to complain](#)

Contact details

Post: - 18 Vicarage Close, Shillington, HITCHIN, Hertfordshire, SG5 3LS

Telephone: - 01462711398

Email: - foass25@gmail.com

What information we collect, use, and why

We collect or use the following information to receive donations or funding and organise fundraising activities:

- Names and contact details
- Addresses
- Donation history
- Tax payer information (for Gift Aid purposes)

We collect or use the following personal information for **service updates or marketing purposes**:

- Names and contact details
- Addresses
- Recorded images, such as photos or videos
- Donation history

We collect or use the following personal information for **dealing with queries, complaints or claims**:

- Names and contact details
- Address
- Witness statements and contact details
- Information relating to health and safety (including incident investigation details and reports and accident book records)
- Correspondence

We also collect or use the following information for **dealing with queries, complaints or claims**:

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are

some exemptions which means you may not receive all the information you ask for. [You can read more about this right here.](#)

- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [You can read more about this right here.](#)
- **Your right to erasure** - You have the right to ask us to delete your personal information. [You can read more about this right here.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [You can read more about this right here.](#)
- **Your right to object to processing** - You have the right to object to the processing of your personal data. [You can read more about this right here.](#)
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [You can read more about this right here.](#)
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [You can read more about this right here.](#)
- If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to **receive donations or funding and organise fundraising activities** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Our lawful bases for collecting or using personal information for **service updates or marketing purposes** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Our lawful bases for collecting or using personal information for **dealing with queries, complaints or claims** are:

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Where we get personal information from

Directly from members

How long we keep information

The information we keep will be held for the duration of each person's membership and for a period of 6 years thereafter.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113 Website: <https://www.ico.org.uk/make-a-complaint>

Links to other policies

This policy is linked to the Friends' Complaints Policy.

Policy review

This Policy was agreed by the Committee of the Friends on 13 March 2025. It will be reviewed if any matters come to light requiring a change and/or triennially.

Date of review	Note of changes	Signed by the Chair
13.03.2028	First iteration	
13.03.2031		
13.03.2034		