

## **THE FRIENDS OF THE ANCIENT MONUMENTS & MUSEUM OF WINCHELSEA (FOAM)**

### **DATA PROTECTION NOTICE (effective 25 May 2018)**

#### **1. Who we are**

We are the Friends of the Ancient Monuments and Museum of Winchelsea, a registered charity No.1001486. We share information across the organisations to help us both to provide services to members and prospective members and to facilitate participation in our fund raising events.

#### **2. How we collect information**

There are many ways you may give us your information. For example, when you join as a member, begin volunteering, make a donation, participate in our events or communicate with us by phone, in writing, by email or in person. We are responsible for your data at all times. Your information is not shared by us with organisations outside FOAM unless required for regulatory purposes.

We may also access information found about you in publicly available sources such as websites and information that has been published in articles/newspapers.

#### **3. What personal information we collect and how we use it**

We will only ever capture the minimum amount of information that we need to in relation to your membership, donation or services we provide to you and we promise to keep your information secure. The personal data we will usually collect is:

- Your name
- Your contact details
- Your date of birth
- Details of the enquiry, service or event
- Where it is appropriate, we may also ask for additional information.

#### **4. How we will use your data**

We will use your personal data for the legitimate interest of conducting our activities. These will include:

- Administer your membership or donation, including processing Gift Aid
- Provide you with the services or information you asked for
- Communicating organisational messages and information to members and officers
- Facilitate events
- Promoting, supporting, assisting and improving the Town and assisting the Corporation of Winchelsea in its efforts to maintain and restore the Ancients Monuments and Museum in Winchelsea.
- Promoting archaeological surveys within the town as appropriate.
- Providing information and updates
- Appointments to committees within FOAM
- Keep a record of your relationship with us
- In any other way we may describe when you provide the information
- For any other purposes with your consent

#### **5. Sensitive information**

We do not collect any personal information on members classified as 'sensitive' under GDPR

#### **6. Sharing you data**

In the course of our activities, there may be a need for us to share, or give access to, your personal data to third parties that provide us with services or host any applications that you may access, for instance:

- Banking organisations - those that provide our banking/payment services
- HMRC – for Gift Aid, tax and related matters
- The Charity Commission for England and Wales – for details of our charity trustees

We will ensure that data processing agreements, compliant to GDPR, are in place before sharing with, or giving access to, your data with any of our service/host providers.

### **Sharing with third parties**

We will never commercially sell your personal data to anyone else.

We will only ever share your personal data in other circumstances, not listed above, if we have your explicit and informed consent at the time of collection. However, we may need to disclose your details if required to the police, HMRC and other regulatory bodies.

### **7. How and where we keep your information**

We ensure that there are appropriate physical and technical controls in place to protect your personal detail and confidential paper and digital records are securely stored.

We ensure that your personal information is only accessible by appropriate officers,.

We have a duty to report certain types of personal data breaches to the relevant supervisory authority, and where feasible, we will do this within 72 hours of becoming aware of the breach. If a breach is detected and likely to result in a high risk of adversely affecting you, we will inform you without undue delay.

### **8. How long we retain your information**

We will only keep your information for as long as we need it to process your membership, donation, event registration or other services associated with your membership. There are statutory timescales on how long we should keep your information, for example, in respect of gift aid transactions, financial records and information associated with Health and Safety. We shall delete your information according to the appropriate statutory limit or to guidance issued by the Information Commissioner.

### **9. Your rights**

The General Data Protection Regulations gives you certain rights and these are listed below for your convenience,

- You have a right to be informed when your personal data is being collected, what is collected and how it will be used or shared.
- You have a right of access to your personal data: the right of access allows you to be aware of and verify the lawfulness of the processing of your personal data. You can also request a copy of the information which we hold on you.
- You have a right in certain circumstances to have inaccurate personal data rectified, blocked (restrict processing), erased (right to be forgotten), or destroyed.
- You have a right in certain circumstances to object to the processing of your personal data for specific reasons.
- You have a right in certain circumstances to data portability.

These rights may not apply in certain circumstances; eg we will need to communicate with you about your membership or you hold office in which capacity we need to communicate with you. In this case you will not be able to unsubscribe from these communications.

We collect and process your personal data through legitimate interests or because you have provided it to us to enable us to deliver a service to you. We will only process your personal data as you would reasonable expect us to. You can opt out of our general member mailings at any time.

Finally, if you are unhappy with how we have processed your information, you have the right to lodge a complaint with the office of the Information Commissioner,

### **10. Changes to this privacy notice**

We may change this privacy notice from time to time. If we make any significant changes in the way we treat your personal information we will notify you directly.