

### **Non-Members**

*Where non-members provide personal data on application forms related to participation in a specific event, the information will not be retained after the administration of that event has been completed unless the participant has consented to its retention in order that he/she may be informed about similar FOCC events in future. In this case non-members will have the same rights in relation to their data as Members.*

*Information provided in relation to Gift Aided donations by non-members will be used only for the purpose of administering the Gift-Aid scheme and will be retained no longer than currently required by HMRC.*

## **THE SOCIETY OF FRIENDS OF THE PARISH CHURCH OF ST MARY MAGDALENE, COBHAM IN THE COUNTY OF KENT**

### **DATA PROTECTION STATEMENT**

This statement explains how The Friends of Cobham Church (FOCC) handles and uses the personal details which it collects about its members. Retention of this information regarding its members enables FOCC to keep them advised of FOCC activities, meetings and future proposals and to invite renewal of subscriptions. FOCC is committed to protecting all personal information and being open about the nature of the information which it holds.

#### **Personal Data Held:**

The personal information held by FOCC regarding its members will primarily be that provided by members on completed membership application forms, completed meeting application forms, Gift Aid declaration forms and in correspondence from members by post, telephone, email or otherwise.

The records will contain:

- Contact details as supplied and periodically updated by members
- Details of a member's participation in FOCC events
- Where appropriate, details of a member's Council service
- Personal data supplied by members for specific purposes (e.g. disability requirements or dietary preferences, and the financial information required to reclaim Gift Aid on subscriptions or donations)

### **Use of Personal Data by FOCC:**

Members' Personal Data is used by FOCC for:

- Sending to members details of its activities and inviting them to attend events
- Internal record-keeping including keeping a Register of members
- Administrative purposes including the collection of subscriptions and Gift Aid

Communications to members may be sent by post, telephone, or electronically having regard to the preferences expressed by members about the method of communication which they wish to be employed

### **Sharing of Data:**

FOCC does not share the personal data which it holds with any other body or person. (with the exception of information required by HMRC in connection with Gift Aid). FOCC will facilitate communication between individual members, but, in doing so, will not release personal contact details without prior written authorisation. The written consent/authorisation of the member may be transmitted either by post or electronically. Otherwise the Register will be available only to FOCC Council members.

### **Members' Rights:**

Members have the right to:

- Ask FOCC for access to, or correction or erasure of, their individual data.
- Restrict the data provided.
- Object to the receipt of communications by any specific method.
- Request the transfer of their individual data to a third party.

Members have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Further Information:**

The legal basis for processing your personal data for the purposes set out above is that it is necessary for the pursuit of FOCC's legitimate interests. FOCC always handles personal data securely and minimises its use, and there is no overriding prejudice to members by using their personal information for these purposes. However, there is no statutory or contractual requirement for members to provide FOCC with any personal data.

The controller of members' personal data is the Hon Treasurer for the time being of FOCC, currently Jon Pye who can be contacted at 1 Longcroft Cottages, Jeskyns Road, Cobham DA13 9BL.

**Please contact the Hon Treasurer if you have any concerns or questions about the above information or if you do not wish FOCC to process your personal data for specific purposes. FOCC will retain the personal data of members for the duration of their membership, and not more than one year after the termination of such membership, or until requested by a member to do otherwise.** (This will not apply to Gift Aid declarations which will be retained in accordance with the current HMRC requirements). FOCC will publish any changes which it may make to the Data Protection Statement, and will notify members directly whenever possible.