

# FRIENDS' PRIVACY STATEMENT - March 2018

## Introduction

The new General Data Protection Regulation (GDPR) came into force on 25 May 2018 and replaced the 1998 Data Protection Act. This regulation requires us to provide the information given in this Privacy Statement. It provides information about how we use your data, how you can control the way in which we use that data, and what actions you can take if you would like to change the way in which your data is being used.

## How we gather information

Data is entered into our database when a member completes a membership application form. The data may be updated as a result of a request made by a member to the office by mail or telephone.

## Data held

The data we hold about our members is limited to:

- Names and addresses, telephone numbers, e-mail addresses, as given to us by each member.
- Records of payments.

We do not retain any bank details once a transaction has been completed e.g. the setting up of a Standing Order.

## What we do with your data

The personal details held about you will be used only by The Friends of Llandaff Cathedral to manage membership subscriptions and to send you information about events, activities and fundraising appeals which we think will be of interest to you.

## Protecting your data

Data is kept secure on our database with appropriate security measures in place.

The Friends of Llandaff Cathedral will not share your data with third parties except where required to do so by law e.g. if you Gift Aid your subscriptions, then we may be required to tell HMRC the name and postcode of the donor and the date and amount of the subscription.

## Children's Data

We are particularly aware of the need to protect data about children. We only admit children as members at the request of their parents and only hold such data about children as is given to us by their parents. We do not communicate directly with children but only through their parents.

## How long do we keep your data

We will keep your data while you are a member and until such time when we believe that your membership is not likely to be renewed.