

**Friends of Penlee House**  
**Data Protection Act – Privacy Notice**

The information which you provide on application forms and annual renewal forms, and in some cases on Gift Aid declarations and Direct Debit agreements, is used as follows:

- To maintain a Friends' Electronic Database to enable us to communicate with you by post, email or telephone (e.g. sending out the ArteFact) and to record receipt of your membership subscriptions.  
It may also be used for in-house fundraising purposes.
- Gift Aid Declarations are used to compile an electronic database of members and donors who agree that the tax paid on their subscriptions and donations may be claimed back under the HMRC Gift Aid scheme. The database is used to facilitate and record the periodic collection of tax refunds from HMRC.
- The Friends' Database and the Gift Aid database are strictly 'In-House' and are only available to designated officials and administrators of the Friends' Charity for the achievement of the purposes previously described.
- The Direct Debit Database is compiled from the Direct Debit agreement forms and is used only to enable the collection of members' subscriptions by direct debit through the UK Banking System. It differs from the other two databases in that its contents are shared with a **third party**, which is a Regulated Collection Bureau, supervised and regulated by the UK Banking System. As its name implies, the Collection Bureau is responsible for the collection of subscriptions from members bank accounts for onward transfer to the charity. All transfers of data are made by means of encryption software.
- The information on members of the Friends, both on paper and electronically, will be retained for as long as membership continues. Most information held, either on paper or electronically, on members who leave will be deleted or destroyed after four years. The exceptions are Gift Aid Forms and the Direct Debit forms which will be destroyed and the corresponding data will be deleted from the databases 6 years after the end of the financial year when the member leaves or withdraws from the scheme.

The Trustees are mindful of the need to protect your privacy and will take all necessary measures to ensure that there are no infringements.

### **The Rights of Individuals who are Members.**

Individual members have the following rights:

- The right of access to a copy of the information contained in their personal data;
- The right to object to processing that is likely to cause or is causing damage or distress;
- The right to prevent processing for direct marketing;
- The right to object to decisions being taken by automated means;
- The right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed; and
- The right to claim compensation for damages caused by a breach of the Act.

### **Subject Access Requests**

Members have the right to demand access to their own data held by the charity (Subject Access Requests). Any such access requests will be referred in the first instance to the Chairman of the Trustees, who has overall responsibility for Data Protection.

### **The Charity's 'lawful basis' for processing data**

The lawful basis on which the charity obtains and processes data is based on its registration as a charity with the Charity Commission, the members consent, and the requirement to deliver on its contract with you as a member.

### **How individual's consent is obtained to process personal data**

How this consent is obtained will be the subject of review whenever brochures and forms designed to obtain such information are renewed or introduced. Existing documents are subject to ongoing review by the Trustees as a group. Consent must be explicit and unambiguous."

### **The reporting and investigation of personal data breaches.**

The utmost care will be taken to avoid personal data breaches but in the event of such an occasion it will be reported to the appropriate authority (including an external body in the case of a serious breach), thoroughly investigated and the appropriate measures taken to ensure that there is no re-occurrence.

#### **Data Protection and new projects**

New projects will be subject to a thorough scrutiny for any potential data protection implications. The Trustee responsible for Data Protection will have the responsibility for ensuring that this scrutiny is carried out.

#### **Responsibility for data protection in the Friends' Charity**

Responsibility for data protection will rest with the Chairman of the Trustees.

February 2018