



PRIVACY STATEMENT

The Friends of St James the Less Church, Registered Charity No 1161272, are committed to protecting and respecting any personal information you share with us.

This statement describes what types of information we collect from you, how it is used by us, how you can manage the information we hold and how you can contact us.

We will always give you the option not to receive communications from us. We will never send you unsolicited 'junk' email or communications or share your data with anyone else. The contents of this statement may change from time to time so you may wish to check this page occasionally to ensure you are still happy to share your information with us. Where possible, we will also contact you directly to notify you of these changes.

This version of our Privacy Statement is live from 19th April 2018.

What information do we collect?

We only collect information which is necessary, relevant and adequate for the purpose you are providing it for.

The information we collect includes some or all of the following:

1. Name (including title)
2. Address
3. Phone number
4. Date of birth
5. Email address
6. Any information within correspondence you send to us

How to we use this information?

The Friends of St James the Less Church will only process information that is necessary for the purpose for which it has been collected. You will always have the option not to receive communications from us (and you can withdraw your consent or object at any time). We will never send you unsolicited 'junk' email or communications or share your personal information with anyone else.



There are various ways in which we may use or process your personal information. We list these below:

Consent

Where you have provided your consent, we may use and process your information to:

- Contact you from time to time with information about the Friends and the community around St James the Less Church, about their projects and fundraising efforts and about local events which we think may be of interest to you.

You can withdraw your consent at any time by contacting us on the details provided within the 'How can I manage the information we hold about you' section below.

Legitimate interests

We may use and process your personal information as set out below where it is necessary for us to carry out activities for which it is in our legitimate interests as a charity to do so:

- To identify and record when you have received, opened or engaged with our website or electronic communications;
- To administer the Friends' 100 Club and to distribute prizes;
- For network and information security purposes i.e. in order for us to take steps to protect your information against loss, damage, theft or unauthorised access;
- To comply with a request from you in connection with the exercise of your rights (for example, where you have asked us not to contact you, we will keep a record of this on our suppression list in order to be able to comply with your request).
- To inform you of updates to our policies.

How do we share this information?

We do not pass your information to third parties.

How long to we keep your information for?

We will not hold your personal information in an identifiable format for any longer than is necessary. If you have a relationship with us we will hold personal information about you for a longer period than if we have obtained your details in connection with a prospective relationship.



We do not retain personal information in an identifiable format for longer than is necessary.

If we have a relationship with you (e.g. you are a registered member of the Friends or a subscriber to the Friends' 100 Club), we hold your personal information until the relationship is terminated or the period of your subscription to the 100 Club ends. The only exceptions to the periods mentioned above are where:

- The law requires us to hold your personal information for a longer period, or delete it sooner;
- Where you have raised a complaint or concern regarding the charity and the conduct of its business in which case we will retain your information for a period of 6 years following the date of that complaint or query; or
- You exercise your right to have the information erased (where it applies) and we do not need to hold it in connection with any of the reasons permitted or required under the law (see further 'How can I manage the information we hold about you').

How can I manage the information we hold about you?

You have the right as an individual to access your personal information we hold about you and make corrections if necessary. You also have the right to withdraw any consent you have previously given us and ask us to erase information we hold about you.

You have a number of rights in relation to your personal information under data protection law. We will respond to you within 30 days after we have received any request. You have the right to:

1. Ask for a copy of the information that we hold about you;
2. Correct and update your information;
3. Withdraw your consent (where we rely on it). Please see further 'How do we use this information';
4. Object to our use of your information (where we rely on our legitimate interests to use your personal information) provided we do not have any continuing lawful reason to continue to use and process that information;
5. Erase your information (or restrict the use of it), provided we do not have any continuing lawful reason to continue to use and process that information;
6. Transfer your information in a structured data file (in a commonly used and machine readable format), where we rely on your consent to use and process your personal information.



You can exercise the above rights and/or manage your information by contacting us using the details below:

Post: The Secretary, Friends of St James the Less Church, Coach House, Wennington, Lancaster LA2 8NW

Email: friendsofstjamesthelesschurch@gmail.com

Phone: 07796 661891

If you have any specific data protection concerns or a complaint, you can address it to The Secretary, Friends of St James the Less Church, Coach House, Wennington, Lancaster LA2 8NW.

If you are unhappy, you have the rights to lodge a complaint with the data protection regulator. The contact details for the Information Commissioner's Office, the data protection regulator in the UK, are below:

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

Phone: 0303 123 1113