

FNL

Friends of the National Libraries | www.friendsofnationallibraries.org.uk

Saving the nation's written and printed heritage

DATA PRIVACY NOTICE

Friends of the National Libraries

Registered Charity no. 313020

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”), which comes into effect at the end of May 2018. We record your name, contact details, the category, amount and renewal month of your subscription and whether you have signed a Gift Aid Declaration.

2. Who are we?

Friends of the National Libraries is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Friends of the National Libraries complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to support the objects of the charity as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To maintain our own accounts and records (including the processing of gift aid);
- To invite you to attend events and activities organised by Friends of the national Libraries.

4. What is the legal basis for processing your personal data?

- Processing is carried out by Friends of the National Libraries, a registered charity provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid.

5. Sharing your personal data

Your personal data will be treated as strictly confidential. Name and address details will never be shared with any third-party, save that a professional mailing company may be used

Royal Patron HRH The Prince of Wales

Chairman Lord Egremont DL FSA FRSL | Hon. Treasurer Charles Sebag-Montefiore FSA FCA | Hon. Secretary Dr Frances Harris FSA FRHistS

PO Box 4291, Reading, Berkshire, RG8 9JA

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for the purposes of posting the annual report and other material to you. The mailing company will be subject to a written contract with the Friends to ensure that your data is only used for this purpose and not retained by them or shared with any other organisation. Other than this, we will only share your data with third parties with your consent.

6. How long do we keep your personal data?

We keep data about membership while you are a member of the Friends. Gift aid declarations and associated paperwork are retained for up to 6 years after the calendar year to which they relate.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Friends of the National Libraries hold about you;
- The right to request that Friends of the National Libraries corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Friends of the National Libraries to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data; and
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Secretary of Friends of the National Libraries at PO Box 4291, Reading, Berkshire RG8 9JA or by email at admin@fnlmail.org.uk.

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

April 2018

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