FRIENDS OF ST ANDREW'S CHURCH, STAPLEFORD

DATA PRIVACY NOTICE

August 2018, updated August 2026

Introduction

The UK General Data Protection Regulation (GDPR) requires us to provide the information given in this privacy notice. The notice sets out 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 used.

Who are we?

The Committee of the Friends of St Andrew's (FoSA) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

How we gather information

Data is entered into our database when a member completes a membership application form, whether online or in hard copy. The data may be updated as a result of a request made by a member by email, mail or telephone.

Data held

The data we hold about our members is limited to:

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

Where you have provided bank details to enable us to collect your subscription, for example by standing order, these details will only be used for the collection of subscriptions and will not be used for any other purpose.

What we do with your data

The personal details held about you will be used only by the Friends of St Andrew's to manage membership subscriptions and to send you information about the AGM, FoSA events, activities and fund raising appeals, and some occasional church events in St Andrew's which we think might of interest to you.

Protecting your data

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

The Friends of St Andrew's will not share your data with third parties except where required to do so by law, for example if you Gift Aid your subscriptions, then we may be required to tell HMRC the name and post code of the donor and the date and amount of the subscription.

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.

Our responsibilities

The law requires us to tell you the legal basis upon which we process your data. We may only process your data if it is in our legitimate interest to do so. We may do so only if we can demonstrate a business need, and so long as your 'interests or your fundamental rights and freedoms are not over-ridden'. Practically speaking this means that we carry out checks to make sure that we will not cause you harm by processing your data, that the processing is not overly intrusive, and that we will only do so in a way which is described in the privacy notice.

Your rights

You have various rights about the way we process your data. These are as follows:

- Where we rely on our legitimate interest to process data, you may ask us to stop doing so.
- You may request a copy of the data we hold about you.
- You may ask us to cease sending you information by post or email.
- You may change or stop the way in which we communicate with you or process the data about you, and if it is not required for the purpose you provided it, then we will do so.
- If you are not satisfied with the way we have processed your data, then you can complain to the Office of the Information Commissioner on 0330 123 1113 or via their website here, or to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Contacting us

If you have any questions about this privacy notice, about the way in which we process your data, or you wish to change the way we use your data, including how we communicate with you, then please contact the secretary:

Email: vicar@standrewstapleford.org
Address: The Vicarage
43 Mingle Lane
Stapleford
CB22 5SY