

FRIENDS OF LITTLE BROMLEY CHURCH

DATA PRIVACY STATEMENT

Maintaining your privacy is important to the Friends of Little Bromley Church and we are committed to seeking only the minimum of personal data from you. We are also committed to making only responsible use of it, and to letting you know how we use your personal information.

1. Who are we?

1.1 The Friends of Little Bromley Church (the Friends) are a voluntary group working in partnership with The Churches Conservation Trust, a Registered Charity No. 258612, which owns and maintains St Mary's Church, Little Bromley, Essex, CO11 2PP. The Friends organise community and other events.

1.2 The Friends of Little Bromley Church are the data controller (contact details below). This means that the Friends decide how your personal data is processed and for what purposes.

2. Information about you

2.1 We are obliged to collect personal information (data) from you when you or your organisation enquire about our activities and ask to be kept informed of future events. As a minimum we will hold only your email address and your name. The normal means of communication by the Friends is electronic.

2.2 Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the GDPR).

2.3 You can check what data the Friends hold about you by emailing a request to: friendsoflittlebromleychurch@gmail.com

3. How do we process your personal data?

3.1 The Friends comply with their 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.

3.2 The Friends use your personal data solely for the following purposes:

- To maintain a list of Friends' email addresses
- To inform you of news and events organised by the Friends
- To promote the interests of the Trust
- To manage Friends' volunteers and their areas of expertise

3.3 The Trust does not share your personal data with third parties.

4. Security

4.1 We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.

4.2 Communications from us will normally be sent by email. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

5. Your rights and your personal data

You have the right:

- to request a copy of your personal data which the Friends hold about you;
- to request that the Friends correct any personal data which is inaccurate or out of date;
- to request your personal data be deleted where it is no longer necessary for the Friends to retain it;

6. Keeping your personal data up to date

6.1 Please contact the Friends to correct or update any information or if you would like your information deleted from our records.

This can be done by email: friendsoflittlebromleychurch@gmail.com

This privacy statement may be updated from time to time.

You can see it on our website:

<https://www.littlebromley.org.uk/friends-of-little-bromley-church>

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