

Privacy Policy

HOW WE RESPECT PRIVACY WHEN WE DEAL WITH PERSONAL INFORMATION COLLECTED BY OUR ORGANISATION

This Privacy Policy applies to information THE FRIENDS OF TRURO CATHEDRAL (The Friends) collect about individuals who interact with us. It explains what information we collect and how we use it.

The Friends comply with its obligations under the General Data Protection Regulations (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.

PERSONAL DATA THAT WE PROCESS

1. We use your personal data for the following purposes:
 - to administer Membership and supporter records
 - to fund raise and promote the interest of The Friends and Truro Cathedral
 - to manage our volunteers
 - to maintain our own accounts and records (including the processing of Gift Aid)
 - to inform you of our news, events, activities that you have requested or we feel may be of interest to you

HOW WE USE YOUR DATA

2. The legal basis for processing your personal data is for certain legitimate purposes which are not limited to, but include, some of the following:
 - where the processing enables us to enhance, modify, personalise or otherwise improve our services and communications for the benefit of our Members
 - to identify and prevent fraud
 - to enhance the security of our network and information system.

WHEN WE SHARE YOUR DATA

3. We will not, under any circumstances, share or sell your personal data with any third party for their own marketing purposes. We may, however, share your personal data where we are required to do so by law, for example, to make a Gift Aid claim to HMRC.

HOW LONG WE KEEP YOUR DATA

4. We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

Where data is collected, on the basis of consent, we will seek renewal of consent at least every 3 years.

RIGHTS YOU HAVE OVER YOUR DATA

5. You have a range of rights over your data which include the following:

- where data processing is based on consent you may revoke this consent at any time and we will make it as easy as possible for you to do this
- you have the right to ask for rectification and / or deletion of your information
- you have the right of access to your information
- you have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk/>

If you would like to access the rights listed above or any other legal rights you have over your data under current legislation please get in touch with us.

Please note that relying on some of these rights such as the right to deleting your data will make it impossible for us to continue to deliver some services to you. However, where possible, we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

COOKIES AND USAGE TRACKING

6. A cookie is a small file of letters and numbers that is downloaded onto your computer when you visit a website. Cookies are used by many websites and can do a number of things, eg remembering your preferences, recording what you have put in your shopping basket and counting the number of people looking at a website.

Where cookies are used to collect personal data, we list these purposes in Section 1 above along with other personal data that we collect. However, we also use some cookies that do not collect personal information but that do help us collect anonymous information about how people use our website. We use Google Analytics for this purpose. Google Analytics generates statistical and other information about website usage by means of cookies which are stored on users' computers. The information collected by Google Analytics about usage of our website is not personally identifiable. The data is collected anonymously, stored by Google and used by us to create reports about website usage. Google's privacy policy is available at <http://www.google.com/privacypolicy.html>.

MODIFICATIONS

7. We may modify this Privacy Policy from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights we'll notify people whose personal data we hold and is affected.

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